



Meetings are held at the  
Ilwaco Community Building Meeting Room  
158 First Ave North in Ilwaco, WA

**CITY OF ILWACO  
CITY COUNCIL MEETING**

**Monday, April 22, 2013**

**6:00 p.m. REGULAR COUNCIL MEETING**

**AGENDA**

**A. Call to order**

**B. Flag Salute**

**C. Roll Call**

**D. Approval of Agenda**

**E. Consent Agenda**

All matters, which are listed within the consent section of the agenda, have been distributed or made available for review to each member of the council prior to the meeting. Items listed are considered routine and will be enacted with one motion unless a council member specifically requests it to be removed from the Consent Agenda to be considered separately. The staff recommends the approval of the following items:

1. Approval of Minutes (TAB 1)

- a. April 8, 2013, Regular Council Meeting.
- b. April 17, 2013, Workshop to discuss School Road Change Order, residential sewer averaging, Wastewater Treatment Plant roof and City Hall staffing.

2. Claims & Vouchers (TAB 2)

a.	Checks: 35284 to 35285 + Electronic	\$ 16,572.69
b.	Checks: 35286 to 35328	\$ 87,437.91
	GRAND TOTAL:	\$ 104,010.60

**F. Reports**

1. Staff Reports (TAB 3)

- a. Treasurer's written report for March 2013
- b. Deputy city clerk's written report for March 2013

2. Council Reports

3. Mayor's Report

**G. Comments of Citizens and Guests Present**

At this time, the mayor will call for any comments from the public on any subject not on the agenda. Please limit your comments to five (5) minutes. The City Council does not take any action or make any decisions during public comment. To request an item be added to a future agenda, please contact the city clerk for the council rules of procedure for agenda items.

**H. Business**

1. School Road Improvement Project Change Order #4—*Cassinelli* (TAB 4)
2. Residential sewer averaging—*Marshall* (TAB 5)

**I. Discussion**

1. Watershed culvert slip lining—*Cassinelli* (TAB 9)
2. Update of Personnel Policy—*Cassinelli* (TAB 10)

**J. Correspondence and Written Reports**

1. None

**K. Future Discussion/Agendas**

1. Amended Procedures Ordinance—*City Planner*

**N. Adjournment**

**O. Upcoming Meetings**

COUNCIL/COMMISSION	PURPOSE	DAY	DATE	TIME	LOCATION
City Council/DOH	Water Discussion	Tuesday	04/23/13	1:00 p.m.	Fire Hall
City Council	Regular Meeting	Monday Tuesday	05/13/13 05/28/13	6:00 p.m.	Community Building
Planning Commission	Regular Meeting (meetings subject to cancellation if there is no business to transact)	Tuesday	05/07/13 05/21/13	6:00 p.m.	Community Building
Port/City Council	Regular Meeting	Wednesday	05/08/13	6:00 p.m.	Port Meeting Room
Parks & Recreation Commission	Regular Meeting	Friday	05/10/13	7:15 p.m.	Community Building





**CITY OF ILWACO  
CITY COUNCIL MEETING  
Monday, April 8, 2013**

**A. Call to Order**

Mayor Cassinelli called the meeting to order at 6:00 p.m.

**B. Flag Salute**

The Pledge of Allegiance was recited.

**C. Roll Call**

Present: Mayor Cassinelli and Councilmembers Jensen, Marshall, Mulinix, Chambreau and Forner.

**D. Approval of Agenda**

Councilmember Marshall requested a discussion item be added regarding updating sewer fees semi-annually.

**ACTION: Motion to approve agenda as amended (Chambreau/Forner). 5 Ayes 0 Nays 0 Abstain.**

After citizen comments, Councilmember Marshall later requested a discussion item be added regarding a customer's sewer connection.

**ACTION: Motion to approve addition to agenda (Marshall/Mulinix). 5 Ayes 0 Nays 0 Abstain.**

**E. Approval of Consent Agenda**

Including Checks 35233 to 35243 + electronic totaling \$35,679.70 and Checks 35244 to 35283 totaling \$43,283.10.

**ACTION: Motion to approve the consent agenda (Mulinix/Jensen). 5 Ayes 0 Nays 0 Abstain.**

**F. Reports**

**1. Staff Reports**

- a. Police Chief Flint Wright's written report was presented.

**2. Council Reports**

- a. Councilmember Mulinix attended a 2013 AquaEd meeting with Councilmember Forner, City Clerk PJ Kezele and Charlotte Kelly from Ilwaco Middle School. The event will be held in the space adjacent to Time Enough Books on June 1, 2013.
- b. Councilmember Chambreau attended the Pacific County Emergency Management Tsunami presentation.

### **3. Mayor's Report**

Mayor Cassinelli attended a Finance Committee meeting with Councilmembers Marshall and Chambreau and spoke about an upcoming Marine Spatial Planning Meeting and some clean up that will be done at Black Lake using goats.

### **G. Comments of Citizens and Guests present**

1. Resident Pat Schenk Jr. spoke about his water shut off and his two houses not being hooked up when the sewer lines were originally redone by a contractor.

### **H. Business**

#### **1. Appointment to Planning Commission Position #5**

**ACTION: Motion to confirm the appointment of Holly Beller to Planning Commission Position #5 (Jensen/Marshall). 5 Ayes 0 Nays 0 Abstain. Holly Beller took her Oath of Office.**

#### **2. School Road Improvement Project Change Order #4**

Councilmember Jensen spoke about the city attorney's memorandum. City Attorney Heather Reynolds spoke about her memorandum, the contractor proceeding on the instruction of the city engineer and liquidated damages.

**ACTION: Motion to authorize the mayor to execute Change Order #4 for the School Road Improvement Project changing the contract amount with NOVA to \$591,544.27 (Marshall/Chambreau). Discussion ensued. Councilmember Marshall Called to Question. 2 Ayes (Marshall/Chambreau) 3 Nays 0 Abstain. Motion failed. Motion to postpone the discussion until the next meeting (Marshall/Mulinix). 5 Ayes 0 Nays 0 Abstain.**

#### **3. Position grades and pay table**

Mayor Cassinelli presented the item.

**ACTION: Motion to adopt the proposed ordinance updating the position grades and re-adopting the 2013 Pay Table as adopted by Ordinance 805 (Chambreau/Jensen). 4 Ayes 0 Nays 1 Abstain (Forner).**

#### **4. Promotion for Office Assistant**

Mayor Cassinelli presented the item.

**ACTION: Motion to approve the mayor's recommended promotion of Helen Bell to Grade 5 Step 3 on the 2013 pay scale effective March 16, 2013 (Jensen/Mulinix). 5 Ayes 0 Nays 0 Abstain.**

#### **5. Updating the flood development ordinance to comply with the Washington State DOE requirements**

Mayor Cassinelli presented the item.

**ACTION: Motion to adopt the proposed ordinance amending Title 15.16, Development in Flood Areas, to comply with the state model ordinance and the National Flood Insurance Program (Marshall/Jensen). Roll call vote: 5 Ayes 0 Nays 0 Abstain.**

### **I. Discussion**

#### **6. Residential sewer averaging semi-annually**

Councilmember Marshall presented the item.

**ACTION: Move to business for April 22, 2013.**

**7. Customer sewer connection issue**

Councilmember Marshall verified the issue with Patrick Schenk, Jr. Discussion ensued.

**ACTION: None.**

**J. Correspondence and Written Reports**

1. None

**K. Adjournment**

**ACTION: Motion to adjourn the meeting (Marshall/Chambreau).** Mayor Cassinelli adjourned the meeting at 8:00 p.m.

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Mike Cassinelli, Mayor

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PJ Kezele, Deputy City Clerk





**CITY OF ILWACO  
CITY COUNCIL WORKSHOP  
Wednesday, April 17, 2013**

**A. Call to Order**

Mayor Cassinelli called the workshop to order at 4:04 p.m.

**B. Present:** Councilmembers: Fred Marshall, Jon Chambreau, David Jensen; City Engineer Nancy Lockett, Gray & Osborne; City Attorney Heather Reynolds and Treasurer Elaine McMillan.

**C. Discussion**

1. School Road Change Order #4 – Councilmember Jensen pointed out that NOVA would have to pay legal fees as well as the city for any dispute the two parties entered. City Attorney Heather Reynolds discussed Clint Ritter's email and the fact that he represented TIB. Mr. Ritter's email had stated that he felt the work was justified and is payable to the contractor. At the request of Councilmember Marshall, Nancy Lockett explained various liquidated damage issues she encountered. Nancy additionally discussed the warranty work that would be covered by the contractors bond if not completed.
2. Change to residential sewer rate to re-assess consumption charge twice a year – Councilmembers Jensen and Chambreau discussed an appeal process that could be written in the code.
3. Wastewater Treatment Plant roof – Nancy Lockett briefly described her discussion with Warren Hazen on the roof replacement.
4. City Hall Staffing – The council briefly discussed the positions that needed to be filled and how the mayor might go about it.

**D. Adjournment**

Mayor Cassinelli adjourned the workshop at 5:08 p.m.

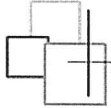
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Mike Cassinelli, Mayor

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Elaine McMillan, Treasurer





## Register

Number	Name	Print Date	Clearing Date	Amount
<b>Bank of the Pacific</b>	<b>8023281</b>			
<b>Check</b>				
<u>35286</u>	ALS Environmental	4/22/2013		\$558.00
<u>35287</u>	Art's Auto Parts, Inc.	4/22/2013		\$41.13
<u>35288</u>	Atco International	4/22/2013		\$99.00
<u>35289</u>	Baileys Saw Shop Inc.	4/22/2013		\$85.22
<u>35290</u>	Beach Batteries, Inc	4/22/2013		\$81.03
<u>35291</u>	Blue Crab Graphics	4/22/2013		\$193.50
<u>35292</u>	Calvert Technical Services, Inc.	4/22/2013		\$1,466.18
<u>35293</u>	Cascade Columbia Distribution Co.	4/22/2013		\$2,169.60
<u>35294</u>	Century Manufacturing Corporation	4/22/2013		\$581.53
<u>35295</u>	Centurylink	4/22/2013		\$1,282.38
<u>35296</u>	CREST	4/22/2013		\$319.12
<u>35297</u>	Discovery Benefits	4/22/2013		\$10.50
<u>35298</u>	Englund Marine Supply Inc	4/22/2013		\$13.26
<u>35299</u>	Evergreen Septic Service	4/22/2013		\$35.00
<u>35300</u>	HD Fowler Company	4/22/2013		\$2,608.23
<u>35301</u>	Ilwaco Volunteer Fireman's Assoc.	4/22/2013		\$29.48
<u>35302</u>	L N Curtis & Sons	4/22/2013		\$505.25
<u>35303</u>	Michael S. Turner	4/22/2013		\$61.61
<u>35304</u>	Mission Systems Inc. dba Coastal Computers & Networks	4/22/2013		\$161.70
<u>35305</u>	My Printing Services.com	4/22/2013		Void
<u>35306</u>	Naselle Rock & Asphalt	4/22/2013		\$2,364.40
<u>35307</u>	One Call Concepts, Inc.	4/22/2013		\$13.77
<u>35308</u>	Pacific Art & Office Supply	4/22/2013		\$6.76
<u>35309</u>	Pacific County DCD	4/22/2013		\$175.00
<u>35310</u>	Pacific County South District Court	4/22/2013		\$200.00
<u>35311</u>	Peninsula Sanitation Service, Inc.	4/22/2013		\$438.56
<u>35312</u>	Pitney Bowes, Inc.	4/22/2013		\$121.00
<u>35313</u>	Sid's IGA	4/22/2013		\$25.02
<u>35314</u>	Sunset Auto Parts Inc.	4/22/2013		\$26.97
<u>35315</u>	The Planter Box	4/22/2013		\$31.53
<u>35316</u>	Vision Municipal Solutions, LLC	4/22/2013		\$1,001.14
<u>35317</u>	WA Finance Officers Association	4/22/2013		\$50.00
<u>35318</u>	WA State Dept. of Health	4/22/2013		\$51.00
<u>35319</u>	WA State Labor & Industry	4/22/2013		\$61.10
<u>35320</u>	Wadsworth Electric	4/22/2013		\$349.27
<u>35321</u>	Wilcox & Flegel Oil Co.	4/22/2013		\$899.22
<u>35322</u>	Williams, Thomas R	4/22/2013		\$174.66
<u>35323</u>	WA State Dept. of Health	4/22/2013		\$408.00
<u>35324</u>	Blue Crab Graphics	4/22/2013		\$997.96
<u>35325</u>	Chinook Observer	4/22/2013		\$71.10
<u>35326</u>	Long Beach Razor Clam Festival	4/22/2013		\$250.00
<u>35327</u>	My Printing Services.com	4/22/2013		\$824.67
<u>35328</u>	Gray & Osborne	4/22/2013		\$68,595.06
Total Check				\$87,437.91
Total 8023281				\$87,437.91
Grand Total				\$87,437.91

### CERTIFICATION

We, the undersigned do hereby certify under penalty of perjury that the material have been furnished, the services rendered or the labor performed that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation. The voucher numbers 35286 through 35328 are approved for payment in the amount of: \$87,437.91

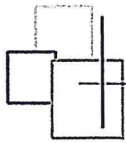
This \_\_\_\_\_ day of \_\_\_\_\_, 2013

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Council member



## Voucher Directory

Vendor	Number	Reference	Account Number	Description	Amount
ALS Environmental	35286	2013 - April - Second meeting			
		Invoice - 4/12/2013 12:18:12 PM			
		51-216414-0			
		401-000-000-534-00-31-01	Chemicals		\$558.00
		Total Invoice - 4/12/2013 12:18:12 PM			\$558.00
	Total 35286				\$558.00
Total ALS Environmental					\$558.00
Art's Auto Parts, Inc.	35287	2013 - April - Second meeting			
		Invoice - 4/12/2013 12:20:54 PM			
		107454			
		101-000-000-542-70-31-00	Roadside Operating		\$41.13
		Total Invoice - 4/12/2013 12:20:54 PM			\$41.13
	Total 35287				\$41.13
Total Art's Auto Parts, Inc.					\$41.13
Atco International	35288	2013 - April - Second meeting			
		Invoice - 4/16/2013 10:31:26 AM			
		10372395			
		001-000-000-576-80-48-00	Repairs & Maintenance		\$99.00
		Total Invoice - 4/16/2013 10:31:26 AM			\$99.00
	Total 35288				\$99.00
Total Atco International					\$99.00
Baileys Saw Shop Inc.	35289	2013 - April - Second meeting			
		Invoice - 4/12/2013 12:26:13 PM			
		03011306			
		001-000-000-576-80-31-00	Office & Operating Supplies		\$19.37
		101-000-000-543-30-30-00	Office And Operating		\$19.37
		401-000-000-534-00-31-00	Operation & Maintenance		\$19.36
		409-000-000-535-00-31-01	Operations And Maintenance		\$19.36
		Total Invoice - 4/12/2013 12:26:13 PM			\$77.46
		Invoice - 4/12/2013 12:22:56 PM			
		03011305			
		001-000-000-576-80-31-00	Office & Operating Supplies		\$1.94
		101-000-000-543-30-30-00	Office And Operating		\$1.94
		401-000-000-534-00-31-00	Operation & Maintenance		\$1.94
		409-000-000-535-00-31-01	Operations And Maintenance		\$1.94
		Total Invoice - 4/12/2013 12:22:56 PM			\$7.76
	Total 35289				\$85.22
Total Baileys Saw Shop Inc.					\$85.22
Beach Batteries, Inc	35290	2013 - April - Second meeting			
		Invoice - 4/16/2013 10:36:01 AM			
		25348			
		001-000-000-576-80-48-00	Repairs & Maintenance		\$81.03
		Total Invoice - 4/16/2013 10:36:01 AM			\$81.03
	Total 35290				\$81.03
Total Beach Batteries, Inc					\$81.03
Blue Crab Graphics	35291	2013 - April - Second meeting			
		Invoice - 4/16/2013 10:32:14 AM			
		001-000-000-576-80-34-00	Aquatic Weed Treatment		\$193.50
		Total Invoice - 4/16/2013 10:32:14 AM			\$193.50
	Total 35291				\$193.50
Total Blue Crab Graphics					\$193.50
Calvert Technical Services, Inc.	35324	2013 - April - Second meeting			
		Invoice - 4/18/2013 10:03:20 AM			
		001-000-000-573-90-49-00	Black Lake Fishing Derby		\$997.96
		Total Invoice - 4/18/2013 10:03:20 AM			\$997.96
	Total 35324				\$997.96
Total Blue Crab Graphics					\$1,191.46
Calvert Technical Services, Inc.	35292	2013 - April - Second meeting			
		Invoice - 4/12/2013 12:49:06 PM			
		3433			
		401-000-000-534-00-41-04	Professional Services - Computer		\$436.38
		Total Invoice - 4/12/2013 12:49:06 PM			\$436.38
		Invoice - 4/12/2013 12:46:40 PM			

Vendor	Number	Reference	Amount	Description	Amount
		3432			
		409-000-000-535-00-41-02		Professional Services - Computer	\$1,029.80
		Total Invoice - 4/12/2013 12:46:40 PM			\$1,029.80
Total 35292					\$1,466.18
Total Calvert Technical Services, Inc.					\$1,466.18
Cascade Columbia Distribution Co.					
35293		2013 - April - Second meeting			
		Invoice - 4/16/2013 12:01:58 PM			
		589346			
		401-000-000-534-00-31-01		Chemicals	(\$160.00)
		Total Invoice - 4/16/2013 12:01:58 PM			(\$160.00)
		Invoice - 4/16/2013 10:38:48 AM			
		588901			
		401-000-000-534-00-31-01		Chemicals	\$2,758.98
		Total Invoice - 4/16/2013 10:38:48 AM			\$2,758.98
		Invoice - 4/16/2013 10:38:47 AM			
		585796			
		401-000-000-534-00-31-01		Chemicals	(\$429.38)
		Total Invoice - 4/16/2013 10:38:47 AM			(\$429.38)
Total 35293					\$2,169.60
Total Cascade Columbia Distribution Co.					\$2,169.60
Century Manufacturing Corporation					
35294		2013 - April - Second meeting			
		Invoice - 4/16/2013 10:39:50 AM			
		521494			
		409-000-000-538-00-31-00		Operation & Maintenance	\$581.53
		Total Invoice - 4/16/2013 10:39:50 AM			\$581.53
Total 35294					\$581.53
Total Century Manufacturing Corporation					\$581.53
Centurylink					
35295		2013 - April - Second meeting			
		Invoice - 4/12/2013 11:32:09 AM			
		001-000-000-514-20-42-00		Communication	\$280.38
		001-000-000-522-10-42-00		Communication	\$349.14
		401-000-000-534-00-42-00		Communications	\$274.03
		409-000-000-535-00-42-00		Communications	\$378.83
		Total Invoice - 4/12/2013 11:32:09 AM			\$1,282.38
Total 35295					\$1,282.38
Total Centurylink					\$1,282.38
Chinook Observer					
35325		2013 - April - Second meeting			
		Invoice - 4/18/2013 11:23:51 AM			
		001-000-000-511-30-44-00		Official Publications	\$31.60
		Total Invoice - 4/18/2013 11:23:51 AM			\$31.60
		Invoice - 4/18/2013 11:24:12 AM			
		001-000-000-511-30-44-00		Official Publications	\$39.50
		Total Invoice - 4/18/2013 11:24:12 AM			\$39.50
Total 35325					\$71.10
Total Chinook Observer					\$71.10
CREST					
35296		2013 - April - Second meeting			
		Invoice - 4/16/2013 10:41:41 AM			
		2656			
		001-000-000-558-60-41-00		Planner Services	\$656.07
		Total Invoice - 4/16/2013 10:41:41 AM			\$656.07
		Invoice - 4/16/2013 10:41:48 AM			
		Cr memo			
		001-000-000-558-60-41-00		Planner Services	(\$336.95)
		Total Invoice - 4/16/2013 10:41:48 AM			(\$336.95)
Total 35296					\$319.12
Total CREST					\$319.12
Englund Marine Supply Inc					
35298		2013 - April - Second meeting			
		Invoice - 4/16/2013 10:43:21 AM			
		2215972/2			
		001-000-000-522-10-31-00		Office & Operating Supplies	\$13.26
		Total Invoice - 4/16/2013 10:43:21 AM			\$13.26
Total 35298					\$13.26
Total Englund Marine Supply Inc					\$13.26
Evergreen Septic Service					
35299		2013 - April - Second meeting			
		Invoice - 4/16/2013 10:43:55 AM			
		13672			
		001-000-000-576-80-47-02		Sewer-Parks, Black Lake	\$35.00
		Total Invoice - 4/16/2013 10:43:55 AM			\$35.00
Total 35299					\$35.00
Total Evergreen Septic Service					\$35.00
Gray & Osborne, Inc.					
35328		2013 - April - Second meeting			
		Invoice - 4/18/2013 11:45:52 AM			



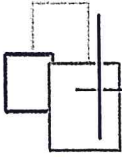
Vendor	Number	Reference	Account Number	Description	Amount
			13437.00-2		
			101-000-000-595-10-43-00	Engineering - Elizabeth	\$3,075.91
			Total Invoice - 4/18/2013 11:45:52 AM		\$3,075.91
			Invoice - 4/18/2013 11:48:33 AM		
			12437.00-4		
			101-000-000-595-61-60-01	Sidewalks	\$2,498.12
			Total Invoice - 4/18/2013 11:48:33 AM		\$2,498.12
			Invoice - 4/18/2013 11:52:47 AM		
			12536.00-4		
			401-000-000-594-34-41-01	Engineering - Plant	\$477.38
			Total Invoice - 4/18/2013 11:52:47 AM		\$477.38
			Invoice - 4/18/2013 11:46:29 AM		
			12555.00-7		
			401-000-000-594-34-41-01	Engineering - Plant	\$12,462.41
			Total Invoice - 4/18/2013 11:46:29 AM		\$12,462.41
			Invoice - 4/18/2013 11:56:23 AM		
			12458.00-12		
			401-000-000-594-34-41-01	Engineering - Plant	\$419.01
			Total Invoice - 4/18/2013 11:56:23 AM		\$419.01
			Invoice - 4/18/2013 11:56:24 AM		
			12459.00-13		
			401-000-000-594-34-41-02	Engineering - Distribution	\$12,957.57
			Total Invoice - 4/18/2013 11:56:24 AM		\$12,957.57
			Invoice - 4/18/2013 11:57:30 AM		
			12460.00-13		
			401-000-000-594-34-41-02	Engineering - Distribution	\$18,508.46
			Total Invoice - 4/18/2013 11:57:30 AM		\$18,508.46
			Invoice - 4/18/2013 11:49:51 AM		
			13458.00-1		
			409-000-000-594-63-35-01	First Street Sewer Engineering	\$4,582.25
			Total Invoice - 4/18/2013 11:49:51 AM		\$4,582.25
			Invoice - 4/18/2013 11:51:00 AM		
			12564.00-7		
			409-000-000-594-63-35-02	Engineering - Collection System	\$1,360.65
			Total Invoice - 4/18/2013 11:51:00 AM		\$1,360.65
			Invoice - 4/18/2013 11:51:43 AM		
			13441.00-2		
			409-000-000-594-63-35-02	Engineering - Collection System	\$12,253.30
			Total Invoice - 4/18/2013 11:51:43 AM		\$12,253.30
					\$68,595.06
					\$68,595.06
			Total 35328		
Total Gray & Osborne, Inc.					
HD Fowler Company					
35300			2013 - April - Second meeting		
			Invoice - 4/17/2013 12:00:16 PM		
			I3327065		
			401-000-000-534-00-35-00	Small Tools & Equipment	\$1,502.19
			Total Invoice - 4/17/2013 12:00:16 PM		\$1,502.19
			Invoice - 4/17/2013 11:58:40 AM		
			I3327712		
			401-000-000-534-00-35-00	Small Tools & Equipment	\$12.89
			Total Invoice - 4/17/2013 11:58:40 AM		\$12.89
			Invoice - 4/17/2013 11:58:39 AM		
			I3327066		
			409-000-000-594-63-35-00	Sewer Line Replace/repair	\$1,093.15
			Total Invoice - 4/17/2013 11:58:39 AM		\$1,093.15
					\$2,608.23
					\$2,608.23
			Total 35300		
Total HD Fowler Company					
Ilwaco Volunteer Fireman's Assoc.					
35301			2013 - April - Second meeting		
			Invoice - 4/16/2013 10:36:49 AM		
			reimburse		
			001-000-000-522-10-31-00	Office & Operating Supplies	\$29.48
			Total Invoice - 4/16/2013 10:36:49 AM		\$29.48
					\$29.48
					\$29.48
			Total 35301		
Total Ilwaco Volunteer Fireman's Assoc.					
L N Curtis & Sons					
35302			2013 - April - Second meeting		
			Invoice - 4/16/2013 10:33:07 AM		
			2103049-02		
			001-000-000-522-10-48-00	Repair & Maintenance	\$346.34
			Total Invoice - 4/16/2013 10:33:07 AM		\$346.34
			Invoice - 4/16/2013 10:26:14 AM		
			2103049-00		
			001-000-000-522-10-48-00	Repair & Maintenance	\$158.91
			Total Invoice - 4/16/2013 10:26:14 AM		\$158.91
					\$505.25
					\$505.25
			Total 35302		
Total L N Curtis & Sons					
Long Beach Razor Clam Festival					
35326			2013 - April - Second meeting		
			Invoice - 4/18/2013 10:17:33 AM		



Vendor	Number	Reference	Account Number	Description	Amount
			104-000-000-573-90-40-02	Miscellaneous	\$250.00
		Total Invoice - 4/18/2013 10:17:33 AM			\$250.00
Total 35326					\$250.00
Total Long Beach Razor Clam Festival					\$250.00
Michael S. Turner	35303			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:53:11 AM			
		4-4-13			
		001-000-000-512-40-51-00		Municipal Court Services	\$61.61
		Total Invoice - 4/16/2013 10:53:11 AM			\$61.61
Total 35303					\$61.61
Total Michael S. Turner					\$61.61
Mission Systems Inc. dba Coastal Computers & Networks	35304			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:40:47 AM			
		4078			
		401-000-000-534-00-41-04		Professional Services - Computer	\$161.70
		Total Invoice - 4/16/2013 10:40:47 AM			\$161.70
Total 35304					\$161.70
Total Mission Systems Inc. dba Coastal Computers & Networks					\$161.70
My Printing Services.com	35327			2013 - April - Second meeting	
		Invoice - 4/17/2013 12:05:37 PM			
		59205			
		001-000-000-576-80-34-00		Aquatic Weed Treatment	\$824.67
		Total Invoice - 4/17/2013 12:05:37 PM			\$824.67
Total 35327					\$824.67
Total My Printing Services.com					\$824.67
Naselle Rock & Asphalt	35306			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:46:17 AM			
		22948			
		101-000-000-542-30-31-00		Roadway Operating	\$1,127.28
		408-000-000-531-38-31-01		Operations & Maintenance	\$1,237.12
		Total Invoice - 4/16/2013 10:46:17 AM			\$2,364.40
Total 35306					\$2,364.40
Total Naselle Rock & Asphalt					\$2,364.40
One Call Concepts, Inc.	35307			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:48:16 AM			
		3039070			
		101-000-000-543-30-30-00		Office And Operating	\$4.59
		401-000-000-534-00-31-00		Operation & Maintenance	\$4.59
		409-000-000-535-00-31-01		Operations And Maintenance	\$4.59
		Total Invoice - 4/16/2013 10:48:16 AM			\$13.77
Total 35307					\$13.77
Total One Call Concepts, Inc.					\$13.77
Pacific Art & Office Supply	35308			2013 - April - Second meeting	
		Invoice - 4/17/2013 11:47:22 AM			
		4369			
		409-000-000-535-00-31-01		Operations And Maintenance	\$6.76
		Total Invoice - 4/17/2013 11:47:22 AM			\$6.76
Total 35308					\$6.76
Total Pacific Art & Office Supply					\$6.76
Pacific County DCD	35309			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:50:04 AM			
		221			
		401-000-000-534-00-31-06		Office & Customer Service	\$175.00
		Total Invoice - 4/16/2013 10:50:04 AM			\$175.00
Total 35309					\$175.00
Total Pacific County DCD					\$175.00
Pacific County South District Court	35310			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:50:34 AM			
		March			
		001-000-000-512-50-40-02		Municipal Court Services	\$200.00
		Total Invoice - 4/16/2013 10:50:34 AM			\$200.00
Total 35310					\$200.00
Total Pacific County South District Court					\$200.00
Peninsula Sanitation Service, Inc.	35311			2013 - April - Second meeting	
		Invoice - 4/16/2013 10:51:29 AM			
		409-000-000-535-00-47-04		Garbage Services	\$438.56
		Total Invoice - 4/16/2013 10:51:29 AM			\$438.56
Total 35311					\$438.56
Total Peninsula Sanitation Service, Inc.					\$438.56
Pitney Bowes, Inc.	35312			2013 - April - Second meeting	

Vendor	Number	Reference	Account Number	Description	Amount
<b>Invoice - 4/16/2013 10:28:15 AM</b>					
		2948447-AP-13			
		001-000-000-514-20-45-00		Postage Meter Rental	\$121.00
		<b>Total Invoice - 4/16/2013 10:28:15 AM</b>			<b>\$121.00</b>
<b>Total 35312</b>					<b>\$121.00</b>
<b>Total Pitney Bowes, Inc.</b>					<b>\$121.00</b>
<b>Sid's IGA</b>	35313			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/16/2013 10:25:26 AM</b>			
		409-000-000-535-00-31-01		Operations And Maintenance	\$25.02
		<b>Total Invoice - 4/16/2013 10:25:26 AM</b>			<b>\$25.02</b>
<b>Total 35313</b>					<b>\$25.02</b>
<b>Total Sid's IGA</b>					<b>\$25.02</b>
<b>Sunset Auto Parts Inc.</b>	35314			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/17/2013 11:42:34 AM</b>			
		79237639240			
		001-000-000-576-80-48-00		Repairs & Maintenance	\$26.97
		<b>Total Invoice - 4/17/2013 11:42:34 AM</b>			<b>\$26.97</b>
<b>Total 35314</b>					<b>\$26.97</b>
<b>Total Sunset Auto Parts Inc.</b>					<b>\$26.97</b>
<b>The Planter Box</b>	35315			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/16/2013 10:52:21 AM</b>			
		236			
		408-000-000-594-83-64-00		Drainage Construction	\$31.53
		<b>Total Invoice - 4/16/2013 10:52:21 AM</b>			<b>\$31.53</b>
<b>Total 35315</b>					<b>\$31.53</b>
<b>Total The Planter Box</b>					<b>\$31.53</b>
<b>Vision Municipal Solutions, Llc</b>	35316			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/16/2013 10:29:37 AM</b>			
		1778			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$128.00
		101-000-000-543-30-30-00		Office And Operating	\$128.00
		401-000-000-534-00-31-00		Operation & Maintenance	\$128.01
		408-000-000-531-38-31-01		Operations & Maintenance	\$128.01
		409-000-000-535-00-31-08		Office Supplies & Customer Service	\$128.01
		<b>Total Invoice - 4/16/2013 10:29:37 AM</b>			<b>\$640.03</b>
		<b>Invoice - 4/16/2013 11:24:12 AM</b>			
		1769			
		401-000-000-534-00-31-06		Office & Customer Service	\$120.37
		408-000-000-531-38-31-01		Operations & Maintenance	\$120.37
		409-000-000-535-00-31-08		Office Supplies & Customer Service	\$120.37
		<b>Total Invoice - 4/16/2013 11:24:12 AM</b>			<b>\$361.11</b>
<b>Total 35316</b>					<b>\$1,001.14</b>
<b>Total Vision Municipal Solutions, Llc</b>					<b>\$1,001.14</b>
<b>WA Finance Officers Association</b>	35317			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/17/2013 11:41:43 AM</b>			
		annual renewal			
		001-000-000-514-20-31-00		Office & Operating Supplies	\$50.00
		<b>Total Invoice - 4/17/2013 11:41:43 AM</b>			<b>\$50.00</b>
<b>Total 35317</b>					<b>\$50.00</b>
<b>Total WA Finance Officers Association</b>					<b>\$50.00</b>
<b>WA State Dept. of Health</b>	35318			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/16/2013 11:17:29 AM</b>			
		Schweizer CC testing			
		401-000-000-534-00-31-00		Operation & Maintenance	\$51.00
		<b>Total Invoice - 4/16/2013 11:17:29 AM</b>			<b>\$51.00</b>
<b>Total 35318</b>					<b>\$51.00</b>
<b>35323</b>				<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/17/2013 12:32:57 PM</b>			
		SW766			
		401-000-000-594-34-41-02		Engineering - Distribution	\$408.00
		<b>Total Invoice - 4/17/2013 12:32:57 PM</b>			<b>\$408.00</b>
<b>Total 35323</b>					<b>\$408.00</b>
<b>Total WA State Dept. of Health</b>					<b>\$459.00</b>
<b>WA State Labor &amp; Industry</b>	35319			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/16/2013 11:26:03 AM</b>			
		145812			
		001-000-000-571-50-40-01		Community Bldg Other-Mntc	\$61.10
		<b>Total Invoice - 4/16/2013 11:26:03 AM</b>			<b>\$61.10</b>
<b>Total 35319</b>					<b>\$61.10</b>
<b>Total WA State Labor &amp; Industry</b>					<b>\$61.10</b>
<b>Wadsworth Electric</b>	35320			<b>2013 - April - Second meeting</b>	
		<b>Invoice - 4/16/2013 10:37:34 AM</b>			

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## Register

Number	Name	Fiscal Description	Cleared	Amount
<u>35284</u>	Gardner, Daryl W	2013 - April - Second meeting		\$1,701.05
<u>35285</u>	Schweizer, Dennis	2013 - April - Second meeting		\$1,520.19
ACH Pay - 724	Bell, Helen S.	2013 - April - Second meeting		\$234.23
ACH Pay - 726	Gustafson, David M.	2013 - April - Second meeting		\$1,450.06
ACH Pay - 727	Hazen, Warren M.	2013 - April - Second meeting		\$1,695.38
ACH Pay - 733	Kezele, Pamela J.	2013 - April - Second meeting		\$1,369.00
ACH Pay - 729	Mc Kee, David A	2013 - April - Second meeting		\$1,643.90
ACH Pay - 730	Mc Millan, Elaine	2013 - April - Second meeting		\$1,845.59
ACH Pay - 732	Stierns, Jacob	2013 - April - Second meeting		\$1,201.55
<u>EFT 4-19-13</u>	U.S. Treasury Department	2013 - April - Second meeting		\$3,911.74
				<b>\$16,572.69</b>

We, the undersigned members of the city council of the City of Ilwaco, Pacific County, Washington, do hereby certify that the merchandise or services hereinafter specified have been received and the voucher number: 35284 through 35285 and electronic payments totalling \$16,572.69 are approved this 22nd day of April, 2013

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Council member

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Council member



***TREASURER'S REPORT***  
***Month ending March 31, 2013***

Because the city is allowed to maintain its financial records on a cash basis, real-time assessments of its assets and liabilities are not readily maintained. The city owns substantial amounts of land within the city limits and around the Indian Creek watershed. Future plans may consider additional acquisitions of land to provide for the city's sludge disposal, watershed and water rights, and parks/trails. Additionally, there is close to \$25 million of facilities and equipment valued for insurance purposes. To acquire and maintain these assets, the city has incurred substantial debt. Included in the financial reports this month is a listing of the outstanding debt which totals over \$6 million.

Additionally, Ilwaco has the following grant and loan opportunities that are underway:  
Transportation Improvement Board (TIB) grants

- 1) 2012 School Street \$703,937 ; City match = \$37,049 Nearing completion.
- 2) 2012 Brumbach Overlay \$99,794; City match = \$5,252 To be bid as a separate schedule to the First Avenue sewer line project.
- 3) 2013 Advent and Lake Sidewalk repairs = \$ 57,902; City match = \$3,048 To be bid as a small works roster project.
- 4) 2014 Elizabeth Avenue = \$598,471; City match = \$31,498 Design phase underway in 2013 with construction slated in 2014.

Washington State Department of Ecology grant

Aquatic Weed grant for Black Lake weed eradication \$75,000 to be spent over 5 years with a match of cash and inkind by the city of \$25,000. The second year of the grant will be concluded this summer.

Washington State Department of Health (DOH) Safe Reliable Drinking Water grant

\$940,000 awarded for new water filter. The pre-design report for the new water filter and upgrades to the water plant are under review by DOH. The current timeline shows that the construction phase of the project should begin in October 2013.

Washington State Department of Health (DOH) Drinking Water grant

\$30,000 awarded to slip line deteriorated culverts in the Indian Creek watershed. Nine contractors were recently solicited for bids and the project is slated to be awarded by the end of April 2013.

Drinking Water State Revolving Fund (DWSRF) loans – loan agreements signed January 2012. Projects are nearing the bid/construction phase.

- 1) Indian Creek Reservoir \$585,000, term 24 years, 30% loan forgiveness, rate 1.5%, 90% to be distributed with 10% held until end of project.
- 2) City Center Reservoir \$1,130,000, term 24 yrs, 30% loan forgiveness, rate 1.5%, 90% to be distributed with 10% held until end of project.
- 3) Backwash basin at the plant \$99,000, term 24 yrs, 30% loan forgiveness, rate 1.5%, 90% to be distributed with 10% held until end of project.

Public Works Trust Fund (PWTF) loans – Loan agreement executed October 2012. Engineering is under way.

- 1) Nesadi Dr Sewer Line Relocation \$336,000, term 30 years, rate ½%, no match.

Department of Ecology (DOE) loans – Loan agreements signed in early 2013, engineer assigned. It is anticipated with the delay of the loan agreements that the Sahalee project will need to be extended beyond the June 2013 completion date. Due to unanticipated paving requirements from WSDOT, the current estimate for the First Avenue project is \$170,000 above what was anticipated in the loan request. DOE will re-evaluate and potentially offer an additional 10% increase to the loan once the bids are received, however, this is not anticipated to cover the full need. Additional opportunities for funding are being sought.

- 1) First Avenue N Sewer line \$794,000, term 20 yrs, rate 2.7%
- 2) Sahalee Sewer Improvements pre-construction \$44,500, term 5 years, rate 1.4%, with 50% loan forgiveness

The DWSRF loans, DOE loans, and DOH culvert slip lining grant are all funded by federal pass through dollars requiring federal single audits and additional compliance. While the city continues to catch up with the back log of projects, careful cashflow management will need to be deployed to ensure project success.

The following are some of the highlights of the March Revenues and Expenditures from the detailed statements attached:

#### **General Fund (001)**

With minimal property and sales tax receipts, the fund has maintained a respectable balance due to utility taxes, B&O collections and business license receipts. Additionally, the receipt of the funds that will be disbursed in May for the community building debt payment from PCOG are still a part of the fund balance.

#### **Streets Fund (101)**

At a minimum, the fund should hold \$28,763 of retainage owed to NOVA for the School Road project. Because the project is nearing completion, the TIB has not disbursed \$14,709 of funds expended due to the 5% requirement that they withhold until the project close out.

#### **Water Fund (401)**

Revenues for the water fund for the first two months of the year were on target with budget, but appeared to slip in March and will be monitored closely in the future months to ensure they get back on track. With 10% of the reservoir project funding being withheld until project closeout, the City will likely need to consider interim funding for cash flow purposes.

#### **Stormwater Fund (408)**

With the replacement of the Main Street culvert, the year-to-date expenses are higher than would be anticipated.

**Wastewater Fund (409)**

Revenues are on target for the year. The plant supervisor has been seeking quotes for the roof replacement.

**Current Overall Cash Position**

The following are the account balances at the Bank of Pacific and Local Government Investment Pool:

Current Balances as of April 15, 2013

## Bank of Pacific

xxx.3303 Main	\$272,399
xxx.7413	29,723

LGIP	<u>600,504</u>
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Total Cash	\$902,626
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Elaine McMillan  
Treasurer



City of Ilwaco  
Debt Obligations for 2013

Sewer Fund

Year	Agency	Rate	Amt Financed	Description	Term	Semi annual pmt	Remaining Balance	annual pmt	Yrs remaining
2008	Bank of Pacific	5%	370,000	sewer pump	20 yrs	14,823	315,844	29,646	2028 16
2000	SRF/DOE	0%	2,034,004	sewer plant	20 yrs	52,154	730,155	104,308	2020 8
2005	PWTF	1%	77,325	sewer lines	20 yrs	varies	35,909	3,300	2025 13
2006	PWTF	2%	774,000	sewer lines	20 yrs	varies	526,772	45,000	2026 14
1998	PWTF	3%	193,500	sewer lines	20 yrs	varies	65,591	15,000	2018 6
2007	PWTF	1%	237,960	sewer pump	20 yrs	varies	175,826	12,500	2027 15
2010	PWTF	1%	51,638	design	5 yrs	varies	19,909	13,222	2015 3
2012	SRF/DOE	2.7%	3,212,911	ref'd sewer	20 yrs	107,833	3,212,911	215,666	2032 20
	Subtotal		6,951,337				5,082,917	438,642	
2013	SRF/DOE	1.4%	44,500	pre-design	5 yrs	2,311	22,250 *	4,622	
2013	SRF/DOE	2.7%	794,000	sewer lines	20 yrs	25,820	794,000 *	51,640	
2013	PWTF	0.5%	336,000	sewer lines	30 yrs	6,037	336,000 *	12,074	
	Subtotal		1,174,500				1,152,250	68,336	
	Total		8,125,837				6,235,167	506,978	

Water Fund

Year	Agency	Rate	Amt Financed	Description	Term	Annual pmt	Remaining Balance		
2005	PWTF	1.5%	371,801	phase 3 power	20 yrs	varies	220,333	17,118	2025 13
1995	PWTF	2%	75,000	plant improvements	20 yrs	varies	7,987	4,074	2015 3
1987	USDA 91-01	5%	75,000	water plant	40 yrs	2,177	45,520	4,354	2027 15
	Subtotal		521,801				273,840	25,546	
2013	DWSRF	1.5%	99,000	backwash basin	24 yrs	3,500	69,300 *	7,000	
2013	DWSRF	1.5%	1,130,000	city center reservoir	24 yrs	39,500	791,000 *	79,000	
2013	DWSRF	1.5%	585,000	indian creek reservoir	24 yrs	20,500	409,500 *	41,000	
	Subtotal		1,814,000				1,269,800	127,000	
	Total		2,335,801				1,543,640	152,546	

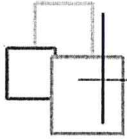
General Fund

Year	Agency	Rate	Amt Financed	Description	Term	Annual pmt	Remaining Balance		
2010	Bank of Pacific	4.70%	300,000	Community building	15 yrs	19,026.92	254,407		*219k balloon, we pay an additional 10k per year to reduce principal, \$19k recvd from PCOG for 15 yrs
2009	Bank of Pacific	4.95%	970,000	fire station	20 yrs	77,432.00	694,907		* made a \$170k prin pmt, \$25k recvd from PCOG for 15 yrs
2002	USDA 97-09	4.75%	340,000	city hall/shop	20 yrs	26,528.00	192,329		
	Total		1,610,000			122,986.92	1,141,643		

Stormwater Fund

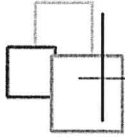
Year	Agency	Rate	Amt Financed	Description	Term	Annual pmt	Remaining Balance		
2002	DOE	4.1%	75,000	stormwater plan	20 yrs	4,718.88	35,218		2022 10





## Cash and Investment Activity

Fund	Beginning Cash	Beginning Investments	Activity In	Activity Out	Ending Cash	Ending Investment	Ending Balance
001 General Fund Current Expense	\$106,011.89	\$0.00	\$38,658.06	\$40,911.74	\$103,758.21	\$0.00	\$103,758.21
101 City Streets	\$37,566.06	\$0.00	\$48,858.68	\$69,079.53	\$17,345.21	\$0.00	\$17,345.21
104 Tourism/heritage Museum	\$56,878.99	\$0.00	\$3,496.60	\$657.39	\$59,718.20	\$0.00	\$59,718.20
301 Excise Reserve	\$14,273.78	\$0.00	\$528.85	\$0.00	\$14,802.63	\$0.00	\$14,802.63
401 Water	\$59,870.86	\$0.00	\$84,575.04	\$69,891.51	\$74,554.39	\$0.00	\$74,554.39
403 Water & Sewer Bond Redemption	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
404 Water & Sewer Bond Reserve	\$318,076.55	\$0.00	\$0.00	\$0.00	\$318,076.55	\$0.00	\$318,076.55
408 Stormwater	\$30,854.70	\$0.00	\$5,073.48	\$11,709.27	\$24,218.91	\$0.00	\$24,218.91
409 Sewer	\$135,272.43	\$0.00	\$95,849.15	\$35,649.12	\$195,472.46	\$0.00	\$195,472.46
999 Lgip Investment	(\$580,408.31)	\$580,408.31	\$20,095.48	\$20,095.48	(\$600,503.79)	\$600,503.79	(\$0.00)
	<b>\$178,397.07</b>	<b>\$580,408.31</b>	<b>\$297,135.34</b>	<b>\$247,994.04</b>	<b>\$207,442.89</b>	<b>\$600,503.79</b>	<b>\$807,946.68</b>



## Revenue

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund Current Expense</b>						
<b>Revenue</b>						
<b>Taxes</b>						
<b>General Property Taxes</b>						
001-000-000-311-10-00-00	General Property Taxes	\$9,718.58	\$11,273.61	\$141,373.00	7.97%	\$130,099.39
<b>Total General Property Taxes</b>		<b>\$9,718.58</b>	<b>\$11,273.61</b>	<b>\$141,373.00</b>	<b>7.97%</b>	<b>\$130,099.39</b>
<b>Timber Harvest Taxes</b>						
001-000-000-312-10-00-00	Timber Tax	\$21.44	\$21.44	\$0.00		(\$21.44)
<b>Total Timber Harvest Taxes</b>		<b>\$21.44</b>	<b>\$21.44</b>	<b>\$0.00</b>		<b>(\$21.44)</b>
<b>Retail Sales and Use Taxes</b>						
001-000-000-313-10-00-00	Gen Sales & Use Taxes	\$9,895.70	\$28,576.81	\$135,000.00	21.17%	\$106,423.19
<b>Total Retail Sales and Use Taxes</b>		<b>\$9,895.70</b>	<b>\$28,576.81</b>	<b>\$135,000.00</b>	<b>21.17%</b>	<b>\$106,423.19</b>
<b>Business and Occupation Taxes</b>						
001-000-000-316-10-00-00	Business & Occupation Tax	\$93.92	\$9,692.01	\$58,000.00	16.71%	\$48,307.99
<b>Business and Occupation Taxes on Private Utilities</b>						
001-000-000-316-45-00-00	Garbage 6% Tax	\$0.00	\$3,557.97	\$13,800.00	25.78%	\$10,242.03
001-000-000-316-46-00-00	Charter Cable 6% Tax	\$878.70	\$4,279.57	\$10,000.00	42.80%	\$5,720.43
001-000-000-316-47-00-00	Telephone 6% Tax	\$1,316.96	\$8,519.09	\$30,000.00	28.40%	\$21,480.91
<b>Total Business and Occupation Taxes on Private Utilities</b>		<b>\$2,195.66</b>	<b>\$16,356.63</b>	<b>\$53,800.00</b>	<b>30.40%</b>	<b>\$37,443.37</b>
<b>Business and Occupation Taxes on Public Utilities</b>						
001-000-000-316-51-00-00	Electric 6% Tax	\$0.00	\$17,176.58	\$75,000.00	22.90%	\$57,823.42
<b>Total Business and Occupation Taxes on Public Utilities</b>		<b>\$0.00</b>	<b>\$17,176.58</b>	<b>\$75,000.00</b>	<b>22.90%</b>	<b>\$57,823.42</b>
<b>Taxes Billed to Customer of Governments's Utility</b>						
001-000-000-316-72-00-00	Water Utility Tax	\$3,997.61	\$10,564.97	\$51,772.00	20.41%	\$41,207.03
001-000-000-316-72-01-00	Fire Hydrant Fee	\$0.00	\$2.97	\$0.00		(\$2.97)
001-000-000-316-74-00-00	Sewer Utility Tax	\$3,813.97	\$10,850.14	\$47,400.00	22.89%	\$36,549.86
001-000-000-316-78-00-00	Storm Drainage	\$303.19	\$1,783.11	\$4,320.00	41.28%	\$2,536.89
<b>Total Taxes Billed to Customer of Governments's Utility</b>		<b>\$8,114.77</b>	<b>\$23,201.19</b>	<b>\$103,492.00</b>	<b>22.42%</b>	<b>\$80,290.81</b>
<b>Total Business and Occupation Taxes</b>		<b>\$10,404.35</b>	<b>\$66,426.41</b>	<b>\$290,292.00</b>	<b>22.88%</b>	<b>\$223,865.59</b>
<b>Excise Taxes</b>						
001-000-000-317-20-00-00	Local Leasehold Excise Tax	\$0.00	\$4,481.19	\$20,000.00	22.41%	\$15,518.81
001-000-000-317-51-00-00	Gambling Tax	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
<b>Total Excise Taxes</b>		<b>\$0.00</b>	<b>\$4,481.19</b>	<b>\$22,000.00</b>	<b>20.37%</b>	<b>\$17,518.81</b>
<b>Total Taxes</b>		<b>\$30,040.07</b>	<b>\$110,779.46</b>	<b>\$588,665.00</b>	<b>18.82%</b>	<b>\$477,885.54</b>
<b>Licenses and Permits</b>						
<b>Business Licenses and Permits</b>						
001-000-000-321-60-00-00	Business Licence Tax	\$2,989.58	\$8,979.17	\$37,000.00	24.27%	\$28,020.83
<b>Total Business Licenses and Permits</b>		<b>\$2,989.58</b>	<b>\$8,979.17</b>	<b>\$37,000.00</b>	<b>24.27%</b>	<b>\$28,020.83</b>
<b>Non-Business Licenses and Permits</b>						
<b>Buildings, Structures and Equipment</b>						
001-000-000-322-10-00-01	Building Permit Fees	\$0.00	\$0.00	\$7,560.00	0.00%	\$7,560.00
<b>Total Buildings, Structures and Equipment</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,560.00</b>	<b>0.00%</b>	<b>\$7,560.00</b>
001-000-000-322-90-00-00	Land Use Permit Fees	\$0.00	\$564.71	\$0.00		(\$564.71)
<b>Total Non-Business Licenses and Permits</b>		<b>\$0.00</b>	<b>\$564.71</b>	<b>\$7,560.00</b>	<b>7.47%</b>	<b>\$6,995.29</b>
<b>Total Licenses and Permits</b>		<b>\$2,989.58</b>	<b>\$9,543.88</b>	<b>\$44,560.00</b>	<b>21.42%</b>	<b>\$35,016.12</b>
<b>Intergovernmental Revenues</b>						
<b>State Grants</b>						
001-000-000-334-03-12-00	DOE Aquatic Weed Grant	\$0.00	\$2,762.66	\$39,000.00	7.08%	\$36,237.34
<b>Total State Grants</b>		<b>\$0.00</b>	<b>\$2,762.66</b>	<b>\$39,000.00</b>	<b>7.08%</b>	<b>\$36,237.34</b>
<b>State Shared Revenues</b>						
001-000-000-335-00-91-00	Pud Privilege Tax	\$0.00	\$0.00	\$8,000.00	0.00%	\$8,000.00
<b>Total State Shared Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>0.00%</b>	<b>\$8,000.00</b>
<b>State Entitlements, Impact Payments and Taxes</b>						
001-000-000-336-06-21-00	Criminal Justice Low Populatio	\$0.00	\$250.00	\$235.00	106.38%	(\$15.00)
<b>Criminal Justice - Contracted Services</b>						
001-000-000-336-06-25-04	Crim Justice Dcd Area #4	\$0.00	\$346.83	\$1,500.00	23.12%	\$1,153.17
<b>Total Criminal Justice - Contracted Services</b>		<b>\$0.00</b>	<b>\$346.83</b>	<b>\$1,500.00</b>	<b>23.12%</b>	<b>\$1,153.17</b>
001-000-000-336-06-26-00	Crim Justice Spec. Programs	\$0.00	\$201.85	\$795.00	25.39%	\$593.15
001-000-000-336-06-51-00	Dui-Cities	\$0.00	\$42.49	\$200.00	21.25%	\$157.51
001-000-000-336-06-94-00	Liquor Excise Tax	\$0.00	\$0.00	\$809.00	0.00%	\$809.00
001-000-000-336-06-95-00	Liquor Board Profits	\$2,112.64	\$2,112.64	\$8,638.00	24.46%	\$6,525.36
<b>Total State Entitlements, Impact Payments and Taxes</b>		<b>\$2,112.64</b>	<b>\$2,953.81</b>	<b>\$12,177.00</b>	<b>24.26%</b>	<b>\$9,223.19</b>
<b>Interlocal Grants, Entitlements, Payments, and Tax</b>						
001-000-000-337-00-01-00	Pcog For Fire Station	\$0.00	\$25,000.00	\$25,000.00	100.00%	\$0.00
001-000-000-337-00-02-00	Pcog For Community Building	\$0.00	\$18,979.00	\$18,979.00	100.00%	\$0.00

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total Interlocal Grants, Entitlements, Payments, and Tax</b>		<b>\$0.00</b>	<b>\$43,979.00</b>	<b>\$43,979.00</b>	<b>100.00%</b>	<b>\$0.00</b>
<b>Total Intergovernmental Revenues</b>		<b>\$2,112.64</b>	<b>\$49,695.47</b>	<b>\$103,156.00</b>	<b>48.18%</b>	<b>\$53,460.53</b>
<b>Charges for Goods and Services</b>						
<b>General Government</b>						
<b>Other Word Processing, Printing, &amp; Duplic Services</b>						
001-000-000-341-69-00-01	Photocopying	\$0.00	\$11.70	\$100.00	11.70%	\$88.30
<b>Total Other Word Processing, Printing, &amp; Duplic Services</b>		<b>\$0.00</b>	<b>\$11.70</b>	<b>\$100.00</b>	<b>11.70%</b>	<b>\$88.30</b>
<b>Total General Government</b>		<b>\$0.00</b>	<b>\$11.70</b>	<b>\$100.00</b>	<b>11.70%</b>	<b>\$88.30</b>
<b>Public Safety</b>						
001-000-000-342-20-00-00	Fire Protection Services	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
<b>Total Public Safety</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,000.00</b>	<b>0.00%</b>	<b>\$2,000.00</b>
<b>Economic Environment</b>						
<b>Planning and Development Services</b>						
001-000-000-345-81-00-00	Zoning Fees	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Planning and Development Services</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Total Economic Environment</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Total Charges for Goods and Services</b>		<b>\$0.00</b>	<b>\$11.70</b>	<b>\$7,100.00</b>	<b>0.16%</b>	<b>\$7,088.30</b>
<b>Fines and Penalties</b>						
<b>Civil Infraction Penalties</b>						
001-000-000-353-10-00-01	Muni Court Fines & Forfeits	\$546.44	\$2,492.22	\$3,605.00	69.13%	\$1,112.78
001-000-000-353-70-00-00	City - Crime Victims	\$3.55	\$28.49	\$100.00	28.49%	\$71.51
<b>Total Civil Infraction Penalties</b>		<b>\$549.99</b>	<b>\$2,520.71</b>	<b>\$3,705.00</b>	<b>68.04%</b>	<b>\$1,184.29</b>
<b>Total Fines and Penalties</b>		<b>\$549.99</b>	<b>\$2,520.71</b>	<b>\$3,705.00</b>	<b>68.04%</b>	<b>\$1,184.29</b>
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
001-000-000-361-11-00-00	Interest Earnings	\$12.38	\$36.91	\$500.00	7.38%	\$463.09
<b>Total Total Investment Interest</b>		<b>\$12.38</b>	<b>\$36.91</b>	<b>\$500.00</b>	<b>7.38%</b>	<b>\$463.09</b>
001-000-000-361-40-00-00	Int ON Sales & Use Tax (state)	\$3.39	\$3.39	\$0.00		(\$3.39)
<b>Total Interest and Other Earnings</b>		<b>\$15.77</b>	<b>\$40.30</b>	<b>\$500.00</b>	<b>8.06%</b>	<b>\$459.70</b>
<b>Rents, Leases and Concessions</b>						
001-000-000-362-50-00-04	Community Building Rents	\$0.00	\$251.00	\$1,250.00	20.08%	\$999.00
001-000-000-362-50-01-00	Community Building Electricity	\$0.00	\$3,694.47	\$11,500.00	32.13%	\$7,805.53
001-000-000-362-90-00-00	Other	\$0.00	\$0.00	\$2,400.00	0.00%	\$2,400.00
<b>Total Rents, Leases and Concessions</b>		<b>\$0.00</b>	<b>\$3,945.47</b>	<b>\$15,150.00</b>	<b>26.04%</b>	<b>\$11,204.53</b>
<b>Contributions and Donations From Private Sources</b>						
001-000-000-367-19-00-00	Blk Lake Fish Derby Donations	\$2,825.00	\$4,000.00	\$4,800.00	83.33%	\$800.00
<b>Total Contributions and Donations From Private Sources</b>		<b>\$2,825.00</b>	<b>\$4,000.00</b>	<b>\$4,800.00</b>	<b>83.33%</b>	<b>\$800.00</b>
<b>Other Miscellaneous Revenues</b>						
001-000-000-369-10-00-00	Sale of Scrap And Junk	\$0.00	\$2,895.25	\$0.00		(\$2,895.25)
<b>Total Other Miscellaneous Revenues</b>		<b>\$0.00</b>	<b>\$2,895.25</b>	<b>\$0.00</b>		<b>(\$2,895.25)</b>
<b>Total Miscellaneous Revenues</b>		<b>\$2,840.77</b>	<b>\$10,881.02</b>	<b>\$20,450.00</b>	<b>53.21%</b>	<b>\$9,568.98</b>
<b>Nonrevenues</b>						
<b>State Remittances - Courts</b>						
001-000-000-386-83-00-00	Trauma Care	\$5.00	\$52.94	\$170.00	31.14%	\$117.06
001-000-000-386-83-31-00	Auto Theft	\$10.01	\$102.08	\$220.00	46.40%	\$117.92
001-000-000-386-83-32-00	Brain Trauma	\$2.00	\$20.40	\$40.00	51.00%	\$19.60
<b>Total State Remittances - Courts</b>		<b>\$17.01</b>	<b>\$175.42</b>	<b>\$430.00</b>	<b>40.80%</b>	<b>\$254.58</b>
<b>State Remittances-Courts</b>						
001-000-000-386-91-00-00	State Portion	\$57.93	\$457.05	\$1,300.00	35.16%	\$842.95
001-000-000-386-92-00-00	State 30% Psea	\$33.07	\$249.81	\$700.00	35.69%	\$450.19
001-000-000-386-97-00-00	Jis Account	\$17.00	\$178.01	\$225.00	79.12%	\$46.99
<b>Total State Remittances-Courts</b>		<b>\$108.00</b>	<b>\$884.87</b>	<b>\$2,225.00</b>	<b>39.77%</b>	<b>\$1,340.13</b>
<b>Total Nonrevenues</b>		<b>\$125.01</b>	<b>\$1,060.29</b>	<b>\$2,655.00</b>	<b>39.94%</b>	<b>\$1,594.71</b>
<b>Other Financing Sources</b>						
001-000-000-397-00-00-01	Transfer From 101-Bldg. Rental	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
001-000-000-397-00-00-02	Transfer From 401-Bldg. Rental	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
001-000-000-397-00-00-03	Transfer From 409-Bldg. Rental	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
001-000-000-397-00-00-07	Transfer from 405	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Other Financing Sources</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,000.00</b>	<b>0.00%</b>	<b>\$30,000.00</b>
<b>Total Revenue</b>		<b>\$38,658.06</b>	<b>\$184,492.53</b>	<b>\$800,291.00</b>	<b>23.05%</b>	<b>\$615,798.47</b>
<b>Total General Fund Current Expense</b>		<b>\$38,658.06</b>	<b>\$184,492.53</b>	<b>\$800,291.00</b>	<b>23.05%</b>	<b>\$615,798.47</b>
<b>City Streets</b>						
<b>Revenue</b>						
<b>Taxes</b>						
<b>General Property Taxes</b>						
101-000-000-311-10-00-00	General Property Tax	\$4,165.10	\$4,831.54	\$60,589.00	7.97%	\$55,757.46
<b>Total General Property Taxes</b>		<b>\$4,165.10</b>	<b>\$4,831.54</b>	<b>\$60,589.00</b>	<b>7.97%</b>	<b>\$55,757.46</b>
<b>Total Taxes</b>		<b>\$4,165.10</b>	<b>\$4,831.54</b>	<b>\$60,589.00</b>	<b>7.97%</b>	<b>\$55,757.46</b>
<b>Intergovernmental Revenues</b>						
<b>State Grants</b>						
101-000-000-334-03-82-00	TIB-School Street	\$43,166.25	\$43,166.25	\$0.00		(\$43,166.25)
101-000-000-334-03-83-00	TIB - Brumbach	\$0.00	\$0.00	\$99,794.00	0.00%	\$99,794.00
101-000-000-334-03-84-00	TIB - Sidewalks	\$0.00	\$0.00	\$52,035.00	0.00%	\$52,035.00



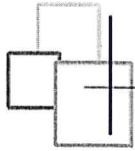
Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total State Grants</b>						
		\$43,166.25	\$43,166.25	\$151,829.00	28.43%	\$108,662.75
<b>State Entitlements, Impact Payments and Taxes</b>						
101-000-000-336-00-87-00	Motor Veh Fuel Tax	\$1,515.61	\$4,548.50	\$19,319.00	23.54%	\$14,770.50
101-000-000-336-00-88-00	MV Fuel Tax	\$0.00	\$10,543.00	\$0.00		(\$10,543.00)
<b>Total State Entitlements, Impact Payments and Taxes</b>		\$1,515.61	\$15,091.50	\$19,319.00	78.12%	\$4,227.50
<b>Total Intergovernmental Revenues</b>		\$44,681.86	\$58,257.75	\$171,148.00	34.04%	\$112,890.25
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
101-000-000-361-11-00-00	Investment Interest	\$11.72	\$19.62	\$0.00		(\$19.62)
<b>Total Total Investment Interest</b>		\$11.72	\$19.62	\$0.00		(\$19.62)
<b>Total Interest and Other Earnings</b>		\$11.72	\$19.62	\$0.00		(\$19.62)
<b>Total Miscellaneous Revenues</b>		\$11.72	\$19.62	\$0.00		(\$19.62)
<b>Transfers-In</b>						
101-000-000-397-00-00-01	Transfer from 301	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Transfers-In</b>		\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Revenue</b>		\$48,858.68	\$63,108.91	\$236,737.00	26.66%	\$173,628.09
<b>Total City Streets</b>		\$48,858.68	\$63,108.91	\$236,737.00	26.66%	\$173,628.09
<b>Tourism/heritage Museum</b>						
<b>Revenue</b>						
<b>Taxes</b>						
<b>Retail Sales and Use Taxes</b>						
104-000-000-313-30-00-00	Hotel-Motel Tax	\$3,489.96	\$10,759.38	\$30,000.00	35.86%	\$19,240.62
<b>Total Retail Sales and Use Taxes</b>		\$3,489.96	\$10,759.38	\$30,000.00	35.86%	\$19,240.62
<b>Total Taxes</b>		\$3,489.96	\$10,759.38	\$30,000.00	35.86%	\$19,240.62
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
104-000-000-361-11-00-00	Investment Interest	\$6.64	\$17.73	\$130.00	13.64%	\$112.27
<b>Total Total Investment Interest</b>		\$6.64	\$17.73	\$130.00	13.64%	\$112.27
<b>Total Interest and Other Earnings</b>		\$6.64	\$17.73	\$130.00	13.64%	\$112.27
<b>Total Miscellaneous Revenues</b>		\$6.64	\$17.73	\$130.00	13.64%	\$112.27
<b>Total Revenue</b>		\$3,496.60	\$10,777.11	\$30,130.00	35.77%	\$19,352.89
<b>Total Tourism/heritage Museum</b>		\$3,496.60	\$10,777.11	\$30,130.00	35.77%	\$19,352.89
<b>Excise Reserve</b>						
<b>Revenue</b>						
<b>Taxes</b>						
<b>Excise Taxes</b>						
<b>Real Estate Excise Taxes</b>						
301-000-000-317-34-00-00	Real Estate Excise Tax 1st Qua	\$0.00	\$0.00	\$9,000.00	0.00%	\$9,000.00
301-000-000-317-34-00-01	Real Estate Excise Tax	\$527.18	\$2,167.77	\$0.00		(\$2,167.77)
<b>Total Real Estate Excise Taxes</b>		\$527.18	\$2,167.77	\$9,000.00	24.09%	\$6,832.23
<b>Total Excise Taxes</b>		\$527.18	\$2,167.77	\$9,000.00	24.09%	\$6,832.23
<b>Total Taxes</b>		\$527.18	\$2,167.77	\$9,000.00	24.09%	\$6,832.23
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
301-000-000-361-11-00-00	Investment Interest	\$1.67	\$4.41	\$0.00		(\$4.41)
<b>Total Total Investment Interest</b>		\$1.67	\$4.41	\$0.00		(\$4.41)
<b>Total Interest and Other Earnings</b>		\$1.67	\$4.41	\$0.00		(\$4.41)
<b>Total Miscellaneous Revenues</b>		\$1.67	\$4.41	\$0.00		(\$4.41)
<b>Total Revenue</b>		\$528.85	\$2,172.18	\$9,000.00	24.14%	\$6,827.82
<b>Total Excise Reserve</b>		\$528.85	\$2,172.18	\$9,000.00	24.14%	\$6,827.82
<b>Water</b>						
<b>Revenue</b>						
<b>Intergovernmental Revenues</b>						
<b>State Grants</b>						
401-000-000-334-04-90-01	State Grant - Department of Health	\$11,902.28	\$29,155.47	\$940,000.00	3.10%	\$910,844.53
<b>Total State Grants</b>		\$11,902.28	\$29,155.47	\$940,000.00	3.10%	\$910,844.53
<b>Total Intergovernmental Revenues</b>		\$11,902.28	\$29,155.47	\$940,000.00	3.10%	\$910,844.53
<b>Charges for Goods and Services</b>						
<b>Physical Environment</b>						
401-000-000-343-40-00-00	Water Sales	\$50,940.92	\$147,369.93	\$647,149.00	22.77%	\$499,779.07
<b>Total Physical Environment</b>		\$50,940.92	\$147,369.93	\$647,149.00	22.77%	\$499,779.07
<b>Total Charges for Goods and Services</b>		\$50,940.92	\$147,369.93	\$647,149.00	22.77%	\$499,779.07
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
401-000-000-361-11-00-00	Investment Interest	\$6.99	\$20.05	\$940.00	2.13%	\$919.95
<b>Total Total Investment Interest</b>		\$6.99	\$20.05	\$940.00	2.13%	\$919.95



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total Interest and Other Earnings</b>		<b>\$6.99</b>	<b>\$20.05</b>	<b>\$940.00</b>	<b>2.13%</b>	<b>\$919.95</b>
<b>Contributions and Donations From Private Sources</b>						
401-000-000-367-00-40-00	Water Connections	\$2,500.00	\$2,500.00	\$0.00		(\$2,500.00)
401-000-000-367-00-90-00	Other Rev Sources	\$2,178.17	\$7,920.89	\$0.00		(\$7,920.89)
<b>Total Contributions and Donations From Private Sources</b>		<b>\$4,678.17</b>	<b>\$10,420.89</b>	<b>\$0.00</b>		<b>(\$10,420.89)</b>
<b>Total Miscellaneous Revenues</b>		<b>\$4,685.16</b>	<b>\$10,440.94</b>	<b>\$940.00</b>	<b>1,110.74%</b>	<b>(\$9,500.94)</b>
<b>Proprietary Funds Revenues</b>						
<b>Capital Contributions</b>						
401-000-000-379-99-99-00	Water Connections	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
<b>Total Capital Contributions</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>0.00%</b>	<b>\$7,500.00</b>
<b>Total Proprietary Funds Revenues</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,500.00</b>	<b>0.00%</b>	<b>\$7,500.00</b>
<b>Nonrevenues</b>						
<b>Proceeds of Long-Term Debt-Proprietary Funds Only</b>						
401-000-000-382-80-00-00	Intergovernmental Loan Proceeds	\$17,046.68	\$29,578.60	\$1,732,150.00	1.71%	\$1,702,571.40
<b>Total Proceeds of Long-Term Debt-Proprietary Funds Only</b>		<b>\$17,046.68</b>	<b>\$29,578.60</b>	<b>\$1,732,150.00</b>	<b>1.71%</b>	<b>\$1,702,571.40</b>
<b>Total Nonrevenues</b>		<b>\$17,046.68</b>	<b>\$29,578.60</b>	<b>\$1,732,150.00</b>	<b>1.71%</b>	<b>\$1,702,571.40</b>
<b>Other Financing Sources</b>						
<b>Disposition of Capital Assets</b>						
401-000-000-395-10-00-00	Proceeds From Sales of Capital	\$0.00	\$891.80	\$0.00		(\$891.80)
<b>Total Disposition of Capital Assets</b>		<b>\$0.00</b>	<b>\$891.80</b>	<b>\$0.00</b>		<b>(\$891.80)</b>
<b>Total Other Financing Sources</b>		<b>\$0.00</b>	<b>\$891.80</b>	<b>\$0.00</b>		<b>(\$891.80)</b>
<b>Total Revenue</b>		<b>\$84,575.04</b>	<b>\$217,436.74</b>	<b>\$3,327,739.00</b>	<b>6.53%</b>	<b>\$3,110,302.26</b>
<b>Total Water</b>		<b>\$84,575.04</b>	<b>\$217,436.74</b>	<b>\$3,327,739.00</b>	<b>6.53%</b>	<b>\$3,110,302.26</b>
<b>Water &amp; Sewer Bond Redemption</b>						
<b>Revenue</b>						
<b>Other Financing Sources</b>						
403-000-000-397-00-00-00	Intertie Loan Usda 91-01	\$0.00	\$0.00	\$4,354.00	0.00%	\$4,354.00
403-000-000-397-00-00-03	Transfer-Sewer Pwtf97-791-007	\$0.00	\$0.00	\$15,086.00	0.00%	\$15,086.00
403-000-000-397-00-00-04	Transfer From Sewer-Pwtf 2003	\$0.00	\$0.00	\$13,564.00	0.00%	\$13,564.00
403-000-000-397-00-00-05	Transfer-Sewer Pwtf 04-691	\$0.00	\$0.00	\$1,676.00	0.00%	\$1,676.00
403-000-000-397-00-00-06	Transfer-Sewer Pwtf 05-691	\$0.00	\$0.00	\$25,528.00	0.00%	\$25,528.00
403-000-000-397-00-00-07	Transfer-Sewer DOE	\$0.00	\$0.00	\$107,000.00	0.00%	\$107,000.00
403-000-000-397-00-70-02	Transfer From Sewer Srf 94-08	\$0.00	\$52,153.94	\$104,308.00	50.00%	\$52,154.06
403-000-000-397-00-70-05	Tran From Wat Pwtf04-65104-013	\$0.00	\$0.00	\$19,152.00	0.00%	\$19,152.00
403-000-000-397-00-72-06	Trans From Sewer-B of P 2008	\$0.00	\$14,823.40	\$29,648.00	50.00%	\$14,824.60
403-000-000-397-00-72-07	Trans From Sewer Pwtf 09-951-050	\$0.00	\$0.00	\$13,168.00	0.00%	\$13,168.00
<b>Total Other Financing Sources</b>		<b>\$0.00</b>	<b>\$66,977.34</b>	<b>\$333,484.00</b>	<b>20.08%</b>	<b>\$266,506.66</b>
<b>Total Revenue</b>		<b>\$0.00</b>	<b>\$66,977.34</b>	<b>\$333,484.00</b>	<b>20.08%</b>	<b>\$266,506.66</b>
<b>Total Water &amp; Sewer Bond Redemption</b>		<b>\$0.00</b>	<b>\$66,977.34</b>	<b>\$333,484.00</b>	<b>20.08%</b>	<b>\$266,506.66</b>
<b>Water &amp; Sewer Bond Reserve</b>						
<b>Revenue</b>						
<b>Other Financing Sources</b>						
<b>Transfers-In</b>						
404-000-000-397-35-70-03	Wwtp 2004-Usda Reserve	\$0.00	\$0.00	\$6,137.00	0.00%	\$6,137.00
404-000-000-397-35-72-06	Wwtp 2008 Reserve-B of P	\$0.00	\$0.00	\$2,965.00	0.00%	\$2,965.00
<b>Total Transfers-In</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,102.00</b>	<b>0.00%</b>	<b>\$9,102.00</b>
<b>Total Revenue</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,102.00</b>	<b>0.00%</b>	<b>\$9,102.00</b>
<b>Total Other Financing Sources</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,102.00</b>	<b>0.00%</b>	<b>\$9,102.00</b>
<b>Total Water &amp; Sewer Bond Reserve</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,102.00</b>	<b>0.00%</b>	<b>\$9,102.00</b>
<b>Stormwater</b>						
<b>Revenue</b>						
<b>Charges for Goods and Services</b>						
<b>Physical Environment</b>						
<b>Other Utilities</b>						
408-000-000-343-83-00-00	Storm Drainage	\$5,069.88	\$31,330.03	\$72,000.00	43.51%	\$40,669.97
<b>Total Other Utilities</b>		<b>\$5,069.88</b>	<b>\$31,330.03</b>	<b>\$72,000.00</b>	<b>43.51%</b>	<b>\$40,669.97</b>
<b>Total Physical Environment</b>		<b>\$5,069.88</b>	<b>\$31,330.03</b>	<b>\$72,000.00</b>	<b>43.51%</b>	<b>\$40,669.97</b>
<b>Total Charges for Goods and Services</b>		<b>\$5,069.88</b>	<b>\$31,330.03</b>	<b>\$72,000.00</b>	<b>43.51%</b>	<b>\$40,669.97</b>
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
408-000-000-361-11-00-00	Investment Interest	\$3.60	\$7.47	\$0.00		(\$7.47)
<b>Total Total Investment Interest</b>		<b>\$3.60</b>	<b>\$7.47</b>	<b>\$0.00</b>		<b>(\$7.47)</b>
<b>Total Interest and Other Earnings</b>		<b>\$3.60</b>	<b>\$7.47</b>	<b>\$0.00</b>		<b>(\$7.47)</b>
<b>Total Miscellaneous Revenues</b>		<b>\$3.60</b>	<b>\$7.47</b>	<b>\$0.00</b>		<b>(\$7.47)</b>
<b>Total Revenue</b>		<b>\$5,073.48</b>	<b>\$31,337.50</b>	<b>\$72,000.00</b>	<b>43.52%</b>	<b>\$40,662.50</b>
<b>Total Stormwater</b>		<b>\$5,073.48</b>	<b>\$31,337.50</b>	<b>\$72,000.00</b>	<b>43.52%</b>	<b>\$40,662.50</b>
<b>Sewer</b>						
<b>Revenue</b>						
<b>Charges for Goods and Services</b>						

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Physical Environment</b>						
409-000-000-343-50-00-00	Sewer Service Charges	\$69,873.54	\$199,098.33	\$790,000.00	25.20%	\$590,901.67
409-000-000-343-51-00-00	Seaview Sewer Dist Fees	\$11,055.83	\$33,178.80	\$197,745.00	16.78%	\$164,566.20
409-000-000-343-53-00-00	Seaview - Srf Loan Match	\$0.00	\$18,893.38	\$65,192.00	28.98%	\$46,298.62
Total Physical Environment		\$80,929.37	\$251,170.51	\$1,052,937.00	23.85%	\$801,766.49
Total Charges for Goods and Services		\$80,929.37	\$251,170.51	\$1,052,937.00	23.85%	\$801,766.49
<b>Miscellaneous Revenues</b>						
<b>Interest and Other Earnings</b>						
<b>Total Investment Interest</b>						
409-000-000-361-11-00-00	Investment Income	\$52.93	\$144.33	\$0.00		(\$144.33)
Total Total Investment Interest		\$52.93	\$144.33	\$0.00		(\$144.33)
Total Interest and Other Earnings		\$52.93	\$144.33	\$0.00		(\$144.33)
<b>Contributions and Donations From Private Sources</b>						
409-000-000-367-00-90-00	Other Revenue Sources	\$313.98	\$4,256.83	\$500.00	851.37%	(\$3,756.83)
Total Contributions and Donations From Private Sources		\$313.98	\$4,256.83	\$500.00	851.37%	(\$3,756.83)
Total Miscellaneous Revenues		\$366.91	\$4,401.16	\$500.00	880.23%	(\$3,901.16)
<b>Proprietary Funds Revenues</b>						
<b>Gains (Losses)</b>						
409-000-000-373-50-00-00	Insurance Recovery	\$0.00	\$15,253.40	\$0.00		(\$15,253.40)
Total Gains (Losses)		\$0.00	\$15,253.40	\$0.00		(\$15,253.40)
409-000-000-379-00-00-00	Sewer Connections	\$0.00	\$0.00	\$18,600.00	0.00%	\$18,600.00
Total Proprietary Funds Revenues		\$0.00	\$15,253.40	\$18,600.00	82.01%	\$3,346.60
<b>Nonrevenues</b>						
<b>Proceeds of Long-Term Debt-Proprietary Funds Only</b>						
409-000-000-382-80-00-00	Intergovernmental Loan Proceed	\$0.00	\$0.00	\$794,000.00	0.00%	\$794,000.00
409-000-000-382-80-00-01	Loan Proceeds	\$7,829.38	\$9,911.80	\$0.00		(\$9,911.80)
Total Proceeds of Long-Term Debt-Proprietary Funds Only		\$7,829.38	\$9,911.80	\$794,000.00	1.25%	\$784,088.20
Total Nonrevenues		\$7,829.38	\$9,911.80	\$794,000.00	1.25%	\$784,088.20
<b>Other Financing Sources</b>						
<b>Disposition of Capital Assets</b>						
409-000-000-395-10-00-00	Proceeds Surplus Property	\$0.00	\$646.10	\$0.00		(\$646.10)
Total Disposition of Capital Assets		\$0.00	\$646.10	\$0.00		(\$646.10)
Total Other Financing Sources		\$0.00	\$646.10	\$0.00		(\$646.10)
Total Revenue		\$89,125.66	\$281,382.97	\$1,866,037.00	15.08%	\$1,584,654.03
Total Sewer		\$89,125.66	\$281,382.97	\$1,866,037.00	15.08%	\$1,584,654.03
Grand Totals		\$270,316.37	\$857,685.28	\$6,684,520.00	12.83%	\$5,826,834.72





## Expenditure

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>General Fund Current Expense</b>						
<b>Expenditure</b>						
<b>General Government Services</b>						
<b>Legislative</b>						
<b>Official Publication Services</b>						
001-000-000-511-30-44-00	Official Publications	\$102.70	\$1,432.41	\$2,000.00	71.62%	\$567.59
<b>Total Official Publication Services</b>		<b>\$102.70</b>	<b>\$1,432.41</b>	<b>\$2,000.00</b>	<b>71.62%</b>	<b>\$567.59</b>
<b>Facilities</b>						
001-000-000-511-50-41-01	Asp Software Services	\$0.00	\$0.00	\$2,633.00	0.00%	\$2,633.00
001-000-000-511-50-46-00	Insurances	\$576.89	\$1,730.67	\$7,412.00	23.35%	\$5,681.33
001-000-000-511-50-47-00	Electricity	\$141.94	\$440.13	\$3,000.00	14.67%	\$2,559.87
001-000-000-511-50-48-00	Repair & Maintenance	\$0.00	\$0.00	\$200.00	0.00%	\$200.00
001-000-000-511-50-49-00	Miscellaneous	\$0.00	\$0.00	\$100.00	0.00%	\$100.00
<b>Total Facilities</b>		<b>\$718.83</b>	<b>\$2,170.80</b>	<b>\$13,345.00</b>	<b>16.27%</b>	<b>\$11,174.20</b>
<b>Legislative Services</b>						
001-000-000-511-60-10-00	Salaries & Wages	\$1,477.74	\$4,504.22	\$18,000.00	25.02%	\$13,495.78
001-000-000-511-60-20-00	Personnel Benefits	\$114.75	\$516.00	\$2,235.00	23.09%	\$1,719.00
001-000-000-511-60-47-02	City Sewer - Museum	\$37.10	\$167.90	\$1,890.00	8.88%	\$1,722.10
001-000-000-511-60-49-00	Miscellaneous	\$0.00	\$4,000.00	\$0.00		(\$4,000.00)
<b>Total Legislative Services</b>		<b>\$1,629.59</b>	<b>\$9,188.12</b>	<b>\$22,125.00</b>	<b>41.53%</b>	<b>\$12,936.88</b>
<b>Election Costs</b>						
001-000-000-511-70-51-00	Election Costs	\$0.00	\$5,596.51	\$6,000.00	93.28%	\$403.49
<b>Total Election Costs</b>		<b>\$0.00</b>	<b>\$5,596.51</b>	<b>\$6,000.00</b>	<b>93.28%</b>	<b>\$403.49</b>
<b>Total Legislative</b>		<b>\$2,451.12</b>	<b>\$18,387.84</b>	<b>\$43,470.00</b>	<b>42.30%</b>	<b>\$25,082.16</b>
<b>Judicial</b>						
001-000-000-512-40-51-00	Municipal Court Services	\$1,236.00	\$3,766.70	\$0.00		(\$3,766.70)
001-000-000-512-50-40-02	Municipal Court Services	\$200.00	\$400.00	\$17,250.00	2.32%	\$16,850.00
001-000-000-512-50-40-03	Court Remit TO State	\$0.00	\$1,537.85	\$3,500.00	43.94%	\$1,962.15
<b>Total Judicial</b>		<b>\$1,436.00</b>	<b>\$5,704.55</b>	<b>\$20,750.00</b>	<b>27.49%</b>	<b>\$15,045.45</b>
<b>Financial and Records Services</b>						
<b>Financial Services</b>						
001-000-000-514-20-10-00	Salaries & Wages	\$3,210.69	\$9,706.64	\$40,259.00	24.11%	\$30,552.36
001-000-000-514-20-20-00	Personnel Benefits	\$846.82	\$2,872.90	\$10,782.00	26.65%	\$7,909.10
001-000-000-514-20-31-00	Office & Operating Supplies	\$572.85	\$1,262.85	\$5,500.00	22.96%	\$4,237.15
001-000-000-514-20-35-00	Small Tools & Equipment	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-514-20-41-00	Professional Services	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
001-000-000-514-20-42-00	Communication	\$280.56	\$870.02	\$4,080.00	21.32%	\$3,209.98
001-000-000-514-20-43-00	Travel/meals/lodging	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-514-20-45-00	Postage Meter Rental	\$121.00	\$363.00	\$1,452.00	25.00%	\$1,089.00
001-000-000-514-20-47-01	Garbage Bills	\$275.24	\$550.48	\$3,049.00	18.05%	\$2,498.52
001-000-000-514-20-47-02	Water - City Hall	\$587.77	\$1,364.57	\$432.00	315.87%	(\$932.57)
001-000-000-514-20-47-03	Sewer - City Hall	\$1,337.91	\$3,121.63	\$1,200.00	260.14%	(\$1,921.63)
001-000-000-514-20-47-04	Storm Drainage	\$25.11	\$50.22	\$300.00	16.74%	\$249.78
001-000-000-514-20-48-00	Repairs & Maintenance	\$0.00	\$31.25	\$0.00		(\$31.25)
001-000-000-514-20-49-00	Miscellaneous	\$0.00	\$75.00	\$0.00		(\$75.00)
<b>Budgeting, Accounting, Auditing (State Auditors)</b>						
001-000-000-514-23-41-00	Audit Costs	\$0.00	\$0.00	\$8,000.00	0.00%	\$8,000.00
<b>Total Budgeting, Accounting, Auditing (State Auditors)</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,000.00</b>	<b>0.00%</b>	<b>\$8,000.00</b>
<b>Total Financial Services</b>		<b>\$7,257.95</b>	<b>\$20,268.56</b>	<b>\$79,554.00</b>	<b>25.48%</b>	<b>\$59,285.44</b>
001-000-000-514-40-40-00	Training	\$124.86	\$124.86	\$1,500.00	8.32%	\$1,375.14
<b>Total Financial and Records Services</b>		<b>\$7,382.81</b>	<b>\$20,393.42</b>	<b>\$81,054.00</b>	<b>25.16%</b>	<b>\$60,660.58</b>
<b>Legal</b>						
<b>Legal Services</b>						
001-000-000-515-20-41-00	Legal Services	\$1,258.00	\$4,267.00	\$15,000.00	28.45%	\$10,733.00
<b>Total Legal Services</b>		<b>\$1,258.00</b>	<b>\$4,267.00</b>	<b>\$15,000.00</b>	<b>28.45%</b>	<b>\$10,733.00</b>
<b>Total Legal</b>		<b>\$1,258.00</b>	<b>\$4,267.00</b>	<b>\$15,000.00</b>	<b>28.45%</b>	<b>\$10,733.00</b>
<b>Other General Government Services</b>						
<b>Miscellaneous</b>						
001-000-000-519-90-49-00	Assoc of WA Cities (dues)	\$0.00	\$719.00	\$463.00	155.29%	(\$256.00)

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
001-000-000-519-90-49-01	Pacific Council of Governments	\$1,500.00	\$1,500.00	\$1,500.00	100.00%	\$0.00
001-000-000-519-90-49-03	Pacific County Edc	\$0.00	\$500.00	\$500.00	100.00%	\$0.00
<b>Total Other General Government Services</b>		<b>\$1,500.00</b>	<b>\$2,719.00</b>	<b>\$2,463.00</b>	<b>110.39%</b>	<b>(\$256.00)</b>
<b>Total General Government Services</b>		<b>\$14,027.93</b>	<b>\$51,471.81</b>	<b>\$162,737.00</b>	<b>31.63%</b>	<b>\$111,265.19</b>
<b>Total Miscellaneous</b>		<b>\$1,500.00</b>	<b>\$2,719.00</b>	<b>\$2,463.00</b>	<b>110.39%</b>	<b>(\$256.00)</b>
<b>Public Safety</b>						
<b>Law Enforcement</b>						
<b>Administration</b>						
001-000-000-521-10-50-00	Law Enforcement Contract	\$15,261.69	\$45,785.07	\$190,466.00	24.04%	\$144,680.93
<b>Total Administration</b>		<b>\$15,261.69</b>	<b>\$45,785.07</b>	<b>\$190,466.00</b>	<b>24.04%</b>	<b>\$144,680.93</b>
001-000-000-521-30-00-00	Drug Task Force	\$0.00	\$42.32	\$0.00		(\$42.32)
<b>Total Law Enforcement</b>		<b>\$15,261.69</b>	<b>\$45,827.39</b>	<b>\$190,466.00</b>	<b>24.06%</b>	<b>\$144,638.61</b>
<b>Fire Control</b>						
<b>Administration</b>						
001-000-000-522-10-10-00	Salaries & Wages	\$1,223.41	\$3,675.30	\$14,400.00	25.52%	\$10,724.70
001-000-000-522-10-20-00	Personnel Benefits	\$725.54	\$2,188.89	\$8,864.00	24.69%	\$6,675.11
001-000-000-522-10-20-01	Board of Volunteer Firemen	\$0.00	\$570.00	\$2,100.00	27.14%	\$1,530.00
001-000-000-522-10-20-02	Life & Disability Insurance	\$0.00	\$3,425.57	\$3,400.00	100.75%	(\$25.57)
001-000-000-522-10-31-00	Office & Operating Supplies	\$308.98	\$700.80	\$10,000.00	7.01%	\$9,299.20
001-000-000-522-10-31-01	Training/attendance	\$0.00	\$3,333.54	\$10,650.00	31.30%	\$7,316.46
001-000-000-522-10-32-00	Gasoline	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
001-000-000-522-10-35-00	Small Tools & Equipment	\$0.00	\$154.36	\$2,600.00	5.94%	\$2,445.64
001-000-000-522-10-42-00	Communication	\$349.13	\$1,238.88	\$4,440.00	27.90%	\$3,201.12
001-000-000-522-10-46-00	Insurance	\$747.31	\$2,241.93	\$9,605.00	23.34%	\$7,363.07
001-000-000-522-10-47-00	Electricity	\$742.98	\$2,881.16	\$5,000.00	57.62%	\$2,118.84
001-000-000-522-10-48-00	Repair & Maintenance	\$0.00	\$11.60	\$2,800.00	0.41%	\$2,788.40
<b>Total Administration</b>		<b>\$4,097.35</b>	<b>\$20,422.03</b>	<b>\$74,859.00</b>	<b>27.28%</b>	<b>\$54,436.97</b>
<b>Facilities</b>						
001-000-000-522-50-47-01	Water	\$185.64	\$379.06	\$1,500.00	25.27%	\$1,120.94
001-000-000-522-50-47-02	Sewer	\$283.93	\$586.20	\$1,140.00	51.42%	\$553.80
001-000-000-522-50-47-03	Storm Drainage	\$61.14	\$122.28	\$500.00	24.46%	\$377.72
<b>Total Facilities</b>		<b>\$530.71</b>	<b>\$1,087.54</b>	<b>\$3,140.00</b>	<b>34.64%</b>	<b>\$2,052.46</b>
<b>Total Fire Control</b>		<b>\$4,628.06</b>	<b>\$21,509.57</b>	<b>\$77,999.00</b>	<b>27.58%</b>	<b>\$56,489.43</b>
<b>Detention and/or Correction</b>						
<b>Monitoring Of Prisoners</b>						
001-000-000-523-20-40-00	Correctional Institutions	\$0.00	\$0.00	\$3,500.00	0.00%	\$3,500.00
001-000-000-523-21-00-01	Juvenile Facility	\$0.00	\$0.00	\$50.00	0.00%	\$50.00
<b>Total Monitoring Of Prisoners</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,550.00</b>	<b>0.00%</b>	<b>\$3,550.00</b>
<b>Total Detention and/or Correction</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,550.00</b>	<b>0.00%</b>	<b>\$3,550.00</b>
<b>Emergency Services</b>						
<b>Emergency Preparedness</b>						
001-000-000-525-60-51-00	Emergency Services Program	\$0.00	\$1,438.25	\$5,753.00	25.00%	\$4,314.75
<b>Total Emergency Preparedness</b>		<b>\$0.00</b>	<b>\$1,438.25</b>	<b>\$5,753.00</b>	<b>25.00%</b>	<b>\$4,314.75</b>
<b>Total Emergency Services</b>		<b>\$0.00</b>	<b>\$1,438.25</b>	<b>\$5,753.00</b>	<b>25.00%</b>	<b>\$4,314.75</b>
<b>Communications, Alarms and Dispatch</b>						
<b>Operations - Contracted Services</b>						
001-000-000-528-60-51-00	Dispatch Services	\$0.00	\$6,151.93	\$24,608.00	25.00%	\$18,456.07
<b>Total Operations - Contracted Services</b>		<b>\$0.00</b>	<b>\$6,151.93</b>	<b>\$24,608.00</b>	<b>25.00%</b>	<b>\$18,456.07</b>
<b>Total Communications, Alarms and Dispatch</b>		<b>\$0.00</b>	<b>\$6,151.93</b>	<b>\$24,608.00</b>	<b>25.00%</b>	<b>\$18,456.07</b>
<b>Total Public Safety</b>		<b>\$19,889.75</b>	<b>\$74,927.14</b>	<b>\$302,376.00</b>	<b>24.78%</b>	<b>\$227,448.86</b>
<b>Utilities and Environment</b>						
<b>Natural Resources</b>						
<b>Pollution Control</b>						
001-000-000-531-70-51-00	Air Pollution Control	\$0.00	\$421.00	\$502.00	83.86%	\$81.00
<b>Total Pollution Control</b>		<b>\$0.00</b>	<b>\$421.00</b>	<b>\$502.00</b>	<b>83.86%</b>	<b>\$81.00</b>
<b>Total Natural Resources</b>		<b>\$0.00</b>	<b>\$421.00</b>	<b>\$502.00</b>	<b>83.86%</b>	<b>\$81.00</b>
<b>Total Utilities and Environment</b>		<b>\$0.00</b>	<b>\$421.00</b>	<b>\$502.00</b>	<b>83.86%</b>	<b>\$81.00</b>
<b>Economic Environment</b>						
<b>Community Services</b>						
<b>Information Services</b>						
001-000-000-557-20-41-00	Ilwaco Web Page	\$50.00	\$170.00	\$1,500.00	11.33%	\$1,330.00
<b>Total Information Services</b>		<b>\$50.00</b>	<b>\$170.00</b>	<b>\$1,500.00</b>	<b>11.33%</b>	<b>\$1,330.00</b>
<b>Total Community Services</b>		<b>\$50.00</b>	<b>\$170.00</b>	<b>\$1,500.00</b>	<b>11.33%</b>	<b>\$1,330.00</b>
<b>Planning and Community Development</b>						
<b>Planning</b>						
001-000-000-558-60-41-00	Planner Services	\$600.00	\$2,622.36	\$10,000.00	26.22%	\$7,377.64
<b>Total Planning</b>		<b>\$600.00</b>	<b>\$2,622.36</b>	<b>\$10,000.00</b>	<b>26.22%</b>	<b>\$7,377.64</b>
<b>Total Planning and Community Development</b>		<b>\$600.00</b>	<b>\$2,622.36</b>	<b>\$10,000.00</b>	<b>26.22%</b>	<b>\$7,377.64</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total Economic Environment</b>		<b>\$650.00</b>	<b>\$2,792.36</b>	<b>\$11,500.00</b>	<b>24.28%</b>	<b>\$8,707.64</b>
<b>Mental and Physical Health</b>						
<b>Substance Abuse</b>						
001-000-000-566-00-51-00	Alcohol Program 2%	\$0.00	\$0.00	\$250.00	0.00%	\$250.00
<b>Total Substance Abuse</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>0.00%</b>	<b>\$250.00</b>
<b>Total Mental and Physical Health</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$250.00</b>	<b>0.00%</b>	<b>\$250.00</b>
<b>Culture and Recreation</b>						
<b>Education</b>						
<b>Facilities</b>						
001-000-000-571-50-40-00	Community Bldg Other - Electri	\$601.92	\$1,903.52	\$6,221.00	30.60%	\$4,317.48
001-000-000-571-50-40-01	Community Bldg Other-Mntc	\$89.85	\$1,037.30	\$1,000.00	103.73%	(\$37.30)
001-000-000-571-50-40-04	Community Building Insurance	\$0.00	\$0.00	\$9,182.00	0.00%	\$9,182.00
<b>Total Facilities</b>		<b>\$691.77</b>	<b>\$2,940.82</b>	<b>\$16,403.00</b>	<b>17.93%</b>	<b>\$13,462.18</b>
<b>Total Education</b>		<b>\$691.77</b>	<b>\$2,940.82</b>	<b>\$16,403.00</b>	<b>17.93%</b>	<b>\$13,462.18</b>
<b>Libraries</b>						
<b>Facilities</b>						
001-000-000-572-50-41-00	Custodian Library	\$325.00	\$975.00	\$3,900.00	25.00%	\$2,925.00
001-000-000-572-50-46-00	Insurance	\$853.75	\$2,561.25	\$1,793.00	142.85%	(\$768.25)
001-000-000-572-50-47-00	Electricity	\$902.88	\$2,855.28	\$6,500.00	43.93%	\$3,644.72
001-000-000-572-50-47-01	City Water	\$154.16	\$308.31	\$1,200.00	25.69%	\$891.69
001-000-000-572-50-47-02	City Sewer	\$209.67	\$419.35	\$1,140.00	36.79%	\$720.65
001-000-000-572-50-47-03	Storm Drainage	\$9.83	\$19.66	\$100.00	19.66%	\$80.34
001-000-000-572-50-48-00	Repairs & Maintenance	\$155.17	\$155.17	\$500.00	31.03%	\$344.83
001-000-000-572-50-49-00	Miscellaneous	\$0.00	\$0.00	\$700.00	0.00%	\$700.00
<b>Total Facilities</b>		<b>\$2,610.46</b>	<b>\$7,294.02</b>	<b>\$15,833.00</b>	<b>46.07%</b>	<b>\$8,538.98</b>
<b>Total Libraries</b>		<b>\$2,610.46</b>	<b>\$7,294.02</b>	<b>\$15,833.00</b>	<b>46.07%</b>	<b>\$8,538.98</b>
<b>Spectator and Community Events</b>						
001-000-000-573-90-49-00	Black Lake Fishing Derby	\$0.00	\$24.00	\$4,800.00	0.50%	\$4,776.00
<b>Total Spectator and Community Events</b>		<b>\$0.00</b>	<b>\$24.00</b>	<b>\$4,800.00</b>	<b>0.50%</b>	<b>\$4,776.00</b>
<b>Park Facilities</b>						
<b>General Parks</b>						
001-000-000-576-80-10-00	Park Salaries And Wages	\$1,432.60	\$4,655.77	\$18,387.00	25.32%	\$13,731.23
001-000-000-576-80-20-00	Park Benefits	\$255.42	\$1,470.02	\$6,920.00	21.24%	\$5,449.98
001-000-000-576-80-31-00	Office & Operating Supplies	\$328.24	\$680.38	\$4,500.00	15.12%	\$3,819.62
001-000-000-576-80-34-00	Aquatic Weed Treatment	\$0.00	\$0.00	\$39,000.00	0.00%	\$39,000.00
001-000-000-576-80-35-00	Small Tools & Equipment	\$0.00	\$9.08	\$32,500.00	0.03%	\$32,490.92
001-000-000-576-80-46-00	Insurance	\$179.80	\$539.40	\$2,310.00	23.35%	\$1,770.60
001-000-000-576-80-47-00	Electricity	\$82.93	\$252.65	\$3,046.00	8.29%	\$2,793.35
001-000-000-576-80-47-01	Water-Parks, Sprinklers, Blklk	\$271.34	\$542.06	\$1,681.00	32.25%	\$1,138.94
001-000-000-576-80-47-02	Sewer-Parks, Black Lake	\$163.30	\$430.14	\$2,280.00	18.87%	\$1,849.86
001-000-000-576-80-47-03	Storm Drainage	\$37.08	\$2,543.08	\$1,300.00	195.62%	(\$1,243.08)
001-000-000-576-80-48-00	Repairs & Maintenance	\$291.12	\$586.03	\$5,500.00	10.66%	\$4,913.97
001-000-000-576-80-49-00	Miscellaneous	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
001-000-000-576-80-49-01	Other	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
<b>Total General Parks</b>		<b>\$3,041.83</b>	<b>\$11,708.61</b>	<b>\$120,924.00</b>	<b>9.68%</b>	<b>\$109,215.39</b>
<b>Total Park Facilities</b>		<b>\$3,041.83</b>	<b>\$11,708.61</b>	<b>\$120,924.00</b>	<b>9.68%</b>	<b>\$109,215.39</b>
<b>Total Culture and Recreation</b>		<b>\$6,344.06</b>	<b>\$21,967.45</b>	<b>\$157,960.00</b>	<b>13.91%</b>	<b>\$135,992.55</b>
<b>Debt Service</b>						
<b>Redemption Of Long-Term Debt - Governmental Funds</b>						
001-000-000-591-19-71-00	Usda RD #97-09 Bond Principal	\$0.00	\$0.00	\$17,600.00	0.00%	\$17,600.00
001-000-000-591-22-71-00	Bop Fire Station -Principle	\$0.00	\$16,495.30	\$33,763.00	48.86%	\$17,267.70
001-000-000-591-73-71-00	Bop Community Bldg Prin	\$0.00	\$0.00	\$15,418.00	0.00%	\$15,418.00
<b>Total Redemption Of Long-Term Debt - Governmental</b>		<b>\$0.00</b>	<b>\$16,495.30</b>	<b>\$66,781.00</b>	<b>24.70%</b>	<b>\$50,285.70</b>
<b>Interest And Other Debt Service Costs</b>						
001-000-000-592-19-83-00	Usda RD #97-09 Bond Interest	\$0.00	\$0.00	\$8,928.00	0.00%	\$8,928.00
001-000-000-592-22-83-00	Bop Fire Station - Interest	\$0.00	\$22,221.00	\$43,669.00	50.89%	\$21,448.00
001-000-000-592-73-83-00	Bop Community Bldg Interest	\$0.00	\$0.00	\$13,609.00	0.00%	\$13,609.00
<b>Total Interest And Other Debt Service Costs</b>		<b>\$0.00</b>	<b>\$22,221.00</b>	<b>\$66,206.00</b>	<b>33.56%</b>	<b>\$43,985.00</b>
001-000-000-596-11-64-00	Governmental Facility	\$0.00	\$0.00	\$20,000.00	0.00%	\$20,000.00
<b>Total Debt Service</b>		<b>\$0.00</b>	<b>\$38,716.30</b>	<b>\$152,987.00</b>	<b>25.31%</b>	<b>\$114,270.70</b>
<b>Total Expenditure</b>		<b>\$40,911.74</b>	<b>\$190,296.06</b>	<b>\$788,312.00</b>	<b>24.14%</b>	<b>\$598,015.94</b>
<b>Total General Fund Current Expense</b>		<b>\$40,911.74</b>	<b>\$190,296.06</b>	<b>\$788,312.00</b>	<b>24.14%</b>	<b>\$598,015.94</b>
<b>City Streets</b>						
<b>Expenditure</b>						
<b>Transportation</b>						
<b>Road and Street Maintenance</b>						
<b>Roadway</b>						
101-000-000-542-30-10-00	Salaries & Wages	\$2,337.04	\$7,475.43	\$29,092.00	25.70%	\$21,616.57
101-000-000-542-30-20-00	Benefits	\$679.86	\$2,642.65	\$10,030.00	26.35%	\$7,387.35

Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
101-000-000-542-30-31-00	Roadway Operating	\$42.34	\$42.34	\$2,000.00	2.12%	\$1,957.66
101-000-000-542-30-35-00	Roadway Equipment	\$0.00	\$0.00	\$1,500.00	0.00%	\$1,500.00
<b>Total Roadway</b>		<b>\$3,059.24</b>	<b>\$10,160.42</b>	<b>\$42,622.00</b>	<b>23.84%</b>	<b>\$32,461.58</b>
<b>Drainage</b>						
101-000-000-542-40-32-00	Storm Drainage Supplies	\$23.79	\$23.79	\$0.00		(\$23.79)
<b>Total Drainage</b>		<b>\$23.79</b>	<b>\$23.79</b>	<b>\$0.00</b>		<b>(\$23.79)</b>
<b>Traffic And Pedestrian Services</b>						
<b>Street Lighting</b>						
101-000-000-542-63-47-00	Street Light Operating	\$587.79	\$1,691.39	\$6,005.00	28.17%	\$4,313.61
<b>Total Street Lighting</b>		<b>\$587.79</b>	<b>\$1,691.39</b>	<b>\$6,005.00</b>	<b>28.17%</b>	<b>\$4,313.61</b>
<b>Snow And Ice Control</b>						
101-000-000-542-66-31-00	Ice Control Operating	\$0.00	\$0.00	\$850.00	0.00%	\$850.00
<b>Total Snow And Ice Control</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$850.00</b>	<b>0.00%</b>	<b>\$850.00</b>
<b>Street Cleaning</b>						
101-000-000-542-67-30-00	Street Cleaning	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
<b>Total Street Cleaning</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,000.00</b>	<b>0.00%</b>	<b>\$1,000.00</b>
<b>Total Traffic And Pedestrian Services</b>		<b>\$587.79</b>	<b>\$1,691.39</b>	<b>\$7,855.00</b>	<b>21.53%</b>	<b>\$6,163.61</b>
<b>Roadside</b>						
101-000-000-542-70-31-00	Roadside Operating	\$20.57	\$112.72	\$1,500.00	7.51%	\$1,387.28
<b>Total Roadside</b>		<b>\$20.57</b>	<b>\$112.72</b>	<b>\$1,500.00</b>	<b>7.51%</b>	<b>\$1,387.28</b>
<b>Total Road and Street Maintenance</b>		<b>\$3,691.39</b>	<b>\$11,988.32</b>	<b>\$51,977.00</b>	<b>23.06%</b>	<b>\$39,988.68</b>
<b>Road and Street General Administration / Overhead</b>						
101-000-000-543-30-30-00	Office And Operating	\$525.91	\$833.62	\$1,500.00	55.57%	\$666.38
101-000-000-543-30-30-01	Gasoline & Oil Products	\$349.39	\$927.11	\$1,100.00	84.28%	\$172.89
101-000-000-543-30-30-02	Small Tools & Equipment	\$0.00	\$0.00	\$500.00	0.00%	\$500.00
101-000-000-543-30-40-01	Insurance	\$110.30	\$330.90	\$1,394.00	23.74%	\$1,063.10
<b>Training</b>						
101-000-000-543-60-40-00	Safety Training	\$0.00	\$0.00	\$133.00	0.00%	\$133.00
<b>Total Training</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$133.00</b>	<b>0.00%</b>	<b>\$133.00</b>
<b>Total Road and Street General Administration / Overhead</b>		<b>\$985.60</b>	<b>\$2,091.63</b>	<b>\$4,627.00</b>	<b>45.20%</b>	<b>\$2,535.37</b>
<b>Total Transportation</b>		<b>\$4,676.99</b>	<b>\$14,079.95</b>	<b>\$56,604.00</b>	<b>24.87%</b>	<b>\$42,524.05</b>
<b>Debt Service</b>						
<b>Roads/Streets Construction &amp; Other Infrastructure</b>						
<b>Engineering</b>						
101-000-000-595-10-43-00	Engineering - Elizabeth	\$6,449.10	\$6,449.10	\$0.00		(\$6,449.10)
<b>Total Engineering</b>		<b>\$6,449.10</b>	<b>\$6,449.10</b>	<b>\$0.00</b>		<b>(\$6,449.10)</b>
<b>Roadway</b>						
101-000-000-595-30-65-00	Roadway Construction	\$57,953.44	\$57,953.44	\$104,794.00	55.30%	\$46,840.56
<b>Total Roadway</b>		<b>\$57,953.44</b>	<b>\$57,953.44</b>	<b>\$104,794.00</b>	<b>55.30%</b>	<b>\$46,840.56</b>
<b>Traffic And Pedestrian Services</b>						
<b>Sidewalks</b>						
101-000-000-595-61-60-01	Sidewalks	\$0.00	\$0.00	\$54,773.00	0.00%	\$54,773.00
<b>Total Sidewalks</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,773.00</b>	<b>0.00%</b>	<b>\$54,773.00</b>
<b>Total Traffic And Pedestrian Services</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$54,773.00</b>	<b>0.00%</b>	<b>\$54,773.00</b>
<b>Total Roads/Streets Construction &amp; Other Infrastructure</b>		<b>\$64,402.54</b>	<b>\$64,402.54</b>	<b>\$159,567.00</b>	<b>40.36%</b>	<b>\$95,164.46</b>
101-000-000-597-00-00-01	Contingency	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
101-000-000-597-00-00-03	Transfer TO 001-Bldg. Rental	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
<b>Total Expenditure</b>		<b>\$69,079.53</b>	<b>\$78,482.49</b>	<b>\$236,171.00</b>	<b>33.23%</b>	<b>\$157,688.51</b>
<b>Total Debt Service</b>		<b>\$64,402.54</b>	<b>\$64,402.54</b>	<b>\$179,567.00</b>	<b>35.87%</b>	<b>\$115,164.46</b>
<b>Total City Streets</b>		<b>\$69,079.53</b>	<b>\$78,482.49</b>	<b>\$236,171.00</b>	<b>33.23%</b>	<b>\$157,688.51</b>
<b>Tourism/heritage Museum</b>						
<b>Expenditure</b>						
<b>Culture and Recreation</b>						
<b>Spectator and Community Events</b>						
104-000-000-573-90-40-02	Miscellaneous	\$225.00	\$225.00	\$2,500.00	9.00%	\$2,275.00
104-000-000-573-90-44-00	Ilwaco Museum Celebrations	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
104-000-000-573-90-44-01	Visitors Bldg. - City Portion	\$0.00	\$0.00	\$769.00	0.00%	\$769.00
104-000-000-573-90-44-02	Ilwaco Merchants Association	\$0.00	\$149.64	\$7,500.00	2.00%	\$7,350.36
104-000-000-573-90-44-04	Peninsula Visitors Bureau	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
104-000-000-573-90-44-06	Ilwaco Charter Association	\$0.00	\$0.00	\$1,000.00	0.00%	\$1,000.00
104-000-000-573-90-46-00	Ilwaco Museum - Insurance	\$432.39	\$1,297.17	\$5,557.00	23.34%	\$4,259.83
<b>Total Spectator and Community Events</b>		<b>\$657.39</b>	<b>\$1,671.81</b>	<b>\$29,826.00</b>	<b>5.61%</b>	<b>\$28,154.19</b>
<b>Total Culture and Recreation</b>		<b>\$657.39</b>	<b>\$1,671.81</b>	<b>\$29,826.00</b>	<b>5.61%</b>	<b>\$28,154.19</b>
<b>Debt Service</b>						
104-000-000-597-00-00-00	Contingency	\$0.00	\$0.00	\$36,000.00	0.00%	\$36,000.00
<b>Total Expenditure</b>		<b>\$657.39</b>	<b>\$1,671.81</b>	<b>\$65,826.00</b>	<b>2.54%</b>	<b>\$64,154.19</b>
<b>Total Debt Service</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$36,000.00</b>	<b>0.00%</b>	<b>\$36,000.00</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Total Tourism/heritage Museum</b>		<b>\$657.39</b>	<b>\$1,671.81</b>	<b>\$65,826.00</b>	<b>2.54%</b>	<b>\$64,154.19</b>
<b>Excise Reserve</b>						
<b>Expenditure</b>						
<b>Debt Service</b>						
301-000-000-597-00-00-01	Transfer TO 001	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Debt Service</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Total Expenditure</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Total Excise Reserve</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Water</b>						
<b>Expenditure</b>						
<b>Utilities and Environment</b>						
<b>Water Utilities</b>						
401-000-000-534-00-10-00	Salaries & Wages	\$14,252.76	\$45,234.25	\$171,521.00	26.37%	\$126,286.75
401-000-000-534-00-20-00	Benefits	\$3,435.46	\$13,656.13	\$52,302.00	26.11%	\$38,645.87
401-000-000-534-00-31-00	Operation & Maintenance	\$4,651.87	\$10,475.22	\$33,900.00	30.90%	\$23,424.78
401-000-000-534-00-31-01	Chemicals	\$0.00	\$4,494.38	\$32,000.00	14.04%	\$27,505.62
401-000-000-534-00-31-02	Monthly Excise Tax Pay	\$2,895.71	\$8,170.89	\$32,545.00	25.11%	\$24,374.11
401-000-000-534-00-31-03	Annual Meter Calibrations	\$0.00	\$1,432.14	\$2,500.00	57.29%	\$1,067.86
401-000-000-534-00-31-04	Doe Annual Permit Fee	\$0.00	\$2,941.54	\$5,000.00	58.83%	\$2,058.46
401-000-000-534-00-31-06	Office & Customer Service	\$238.67	\$953.89	\$5,700.00	16.73%	\$4,746.11
401-000-000-534-00-32-00	Gasoline	\$726.12	\$4,421.98	\$9,000.00	49.13%	\$4,578.02
401-000-000-534-00-35-00	Small Tools & Equipment	\$0.00	\$368.00	\$2,000.00	18.40%	\$1,632.00
401-000-000-534-00-35-01	Small Tools & Equipment - Lab	\$559.65	\$2,266.06	\$35,200.00	6.44%	\$32,933.94
401-000-000-534-00-41-00	Professional Services	\$0.00	\$137.40	\$15,000.00	0.92%	\$14,862.60
401-000-000-534-00-41-03	Professional Services -	\$786.06	\$1,179.26	\$6,400.00	18.43%	\$5,220.74
401-000-000-534-00-41-04	Professional Services -	\$0.00	\$1,227.63	\$4,000.00	30.69%	\$2,772.37
401-000-000-534-00-42-00	Communications	\$272.64	\$1,135.40	\$3,500.00	32.44%	\$2,364.60
401-000-000-534-00-43-00	Travel/meals/lodging	\$0.00	\$0.00	\$2,000.00	0.00%	\$2,000.00
401-000-000-534-00-46-00	Insurance	\$1,473.66	\$4,420.98	\$18,930.00	23.35%	\$14,509.02
401-000-000-534-00-47-00	Electricity	\$2,132.32	\$6,744.70	\$31,104.00	21.68%	\$24,359.30
401-000-000-534-00-47-03	Storm Drainage	\$0.00	\$1,113.74	\$540.00	206.25%	(\$573.74)
401-000-000-534-00-48-00	Vehicle Repairs And Maint.	\$166.80	\$202.30	\$1,500.00	13.49%	\$1,297.70
401-000-000-534-00-48-01	Water Line Replacement	\$3,575.81	\$4,789.10	\$0.00		(\$4,789.10)
401-000-000-534-00-49-00	Miscellaneous	\$0.00	\$0.00	\$100,000.00	0.00%	\$100,000.00
401-000-000-534-00-49-01	Safety Training	\$0.00	\$175.00	\$0.00		(\$175.00)
<b>Other Operating Expenditures</b>						
401-000-000-534-90-34-00	Software Upgrade	\$0.00	\$0.00	\$1,966.00	0.00%	\$1,966.00
<b>Total Water Utilities</b>		<b>\$35,167.53</b>	<b>\$115,539.99</b>	<b>\$566,608.00</b>	<b>20.39%</b>	<b>\$451,068.01</b>
<b>Total Other Operating Expenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,966.00</b>	<b>0.00%</b>	<b>\$1,966.00</b>
<b>Total Utilities and Environment</b>		<b>\$35,167.53</b>	<b>\$115,539.99</b>	<b>\$566,608.00</b>	<b>20.39%</b>	<b>\$451,068.01</b>
<b>Nonexpenditures</b>						
<b>Redemption of Long Term Debt - Proprietary Funds</b>						
401-000-000-582-34-72-00	Principal Pwtf - 94206	\$0.00	\$0.00	\$3,994.00	0.00%	\$3,994.00
<b>Total Redemption of Long Term Debt - Proprietary Funds</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,994.00</b>	<b>0.00%</b>	<b>\$3,994.00</b>
<b>Total Nonexpenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$3,994.00</b>	<b>0.00%</b>	<b>\$3,994.00</b>
<b>Debt Service</b>						
<b>Interest And Other Debt Service Costs</b>						
401-000-000-592-34-80-00	Interest Pwtf - 94206	\$0.00	\$0.00	\$160.00	0.00%	\$160.00
<b>Total Interest And Other Debt Service Costs</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$160.00</b>	<b>0.00%</b>	<b>\$160.00</b>
<b>Capital Expenditures</b>						
401-000-000-594-00-62-00	Construction Project -Resvoir	\$0.00	\$0.00	\$1,732,150.00	0.00%	\$1,732,150.00
401-000-000-594-34-41-01	Engineering - Plant	\$15,581.85	\$35,632.22	\$0.00		(\$35,632.22)
401-000-000-594-34-41-02	Engineering - Distribution	\$18,579.16	\$47,763.99	\$0.00		(\$47,763.99)
401-000-000-594-34-62-01	Construction - Plant	\$0.00	\$0.00	\$940,000.00	0.00%	\$940,000.00
401-000-000-594-62-34-00	Plant Improvements	\$562.97	\$562.97	\$24,000.00	2.35%	\$23,437.03
<b>Equipment</b>						
401-000-000-594-64-34-01	Equipment	\$0.00	\$0.00	\$40,000.00	0.00%	\$40,000.00
<b>Total Equipment</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>0.00%</b>	<b>\$40,000.00</b>
<b>Total Capital Expenditures</b>		<b>\$34,723.98</b>	<b>\$83,959.18</b>	<b>\$2,736,150.00</b>	<b>3.07%</b>	<b>\$2,652,190.82</b>
<b>Transfer Out</b>						
401-000-000-597-00-00-02	Transfer TO 001	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
401-000-000-597-00-00-03	Transfer TO 403 Usda 91-01	\$0.00	\$0.00	\$4,355.00	0.00%	\$4,355.00
401-000-000-597-00-00-04	Transfer To403pwtf04-65104-	\$0.00	\$0.00	\$19,152.00	0.00%	\$19,152.00
<b>Total Transfer Out</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,007.00</b>	<b>0.00%</b>	<b>\$31,007.00</b>
<b>Total Expenditure</b>		<b>\$69,891.51</b>	<b>\$199,499.17</b>	<b>\$3,337,919.00</b>	<b>5.98%</b>	<b>\$3,138,419.83</b>
<b>Total Debt Service</b>		<b>\$34,723.98</b>	<b>\$83,959.18</b>	<b>\$2,767,317.00</b>	<b>3.03%</b>	<b>\$2,683,357.82</b>
<b>Total Water</b>		<b>\$69,891.51</b>	<b>\$199,499.17</b>	<b>\$3,337,919.00</b>	<b>5.98%</b>	<b>\$3,138,419.83</b>



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Water &amp; Sewer Bond Redemption</b>						
<b>Expenditure</b>						
<b>Nonexpenditures</b>						
<b>Redemption of Long Term Debt - Proprietary Funds</b>						
403-000-000-582-34-70-01	Pwtf 97-791-007 Principal	\$0.00	\$0.00	\$13,118.00	0.00%	\$13,118.00
403-000-000-582-34-70-03	Pwtf 04-691 Principal	\$0.00	\$0.00	\$1,496.00	0.00%	\$1,496.00
403-000-000-582-34-70-04	Pwtf 05-691 Principal	\$0.00	\$0.00	\$20,260.00	0.00%	\$20,260.00
403-000-000-582-34-70-05	Pwtf 04-65104-013 Principal	\$0.00	\$0.00	\$16,949.00	0.00%	\$16,949.00
403-000-000-582-34-72-00	Usda 91-01 Principal	\$0.00	\$0.00	\$2,155.00	0.00%	\$2,155.00
403-000-000-582-35-72-01	Srf 94-08 Principal Only	\$0.00	\$52,153.94	\$104,308.00	50.00%	\$52,154.06
403-000-000-582-35-72-04	Pwtf - 06-962-0017 Principal	\$0.00	\$0.00	\$11,898.00	0.00%	\$11,898.00
403-000-000-582-35-72-06	B of P - 2008 - Principal	\$0.00	\$6,670.95	\$13,820.00	48.27%	\$7,149.05
403-000-000-582-35-72-07	PWTF PR09-951-050	\$0.00	\$0.00	\$12,909.00	0.00%	\$12,909.00
403-000-000-582-35-78-00	DOE SRF L1300001- Principal	\$0.00	\$0.00	\$20,772.00	0.00%	\$20,772.00
<b>Total Redemption of Long Term Debt - Proprietary Funds</b>		<b>\$0.00</b>	<b>\$58,824.89</b>	<b>\$217,685.00</b>	<b>27.02%</b>	<b>\$158,860.11</b>
<b>Total Nonexpenditures</b>		<b>\$0.00</b>	<b>\$58,824.89</b>	<b>\$217,685.00</b>	<b>27.02%</b>	<b>\$158,860.11</b>
<b>Debt Service</b>						
<b>Interest And Other Debt Service Costs</b>						
403-000-000-592-34-80-00	Usda 91-01 Interest	\$0.00	\$0.00	\$2,199.00	0.00%	\$2,199.00
403-000-000-592-34-80-01	Pwtf 97-791-007 Interest	\$0.00	\$0.00	\$1,968.00	0.00%	\$1,968.00
403-000-000-592-34-80-03	Pwtf 04-691 Interest	\$0.00	\$0.00	\$180.00	0.00%	\$180.00
403-000-000-592-34-80-04	Pwtf 05-691 Interest	\$0.00	\$0.00	\$5,268.00	0.00%	\$5,268.00
403-000-000-592-34-80-05	Pwtf 04-65104-013 Interest	\$0.00	\$0.00	\$2,203.00	0.00%	\$2,203.00
403-000-000-592-34-80-07	PWTF PR09-951-050	\$0.00	\$0.00	\$259.00	0.00%	\$259.00
403-000-000-592-35-80-04	Pwtf - 06-962-0017 Interest	\$0.00	\$0.00	\$1,666.00	0.00%	\$1,666.00
403-000-000-592-35-80-06	B of P - 2008 - Interest	\$0.00	\$8,152.45	\$15,828.00	51.51%	\$7,675.55
403-000-000-592-35-83-00	DOE SRF L1300001- Interest	\$0.00	\$0.00	\$86,228.00	0.00%	\$86,228.00
<b>Total Interest And Other Debt Service Costs</b>		<b>\$0.00</b>	<b>\$8,152.45</b>	<b>\$115,799.00</b>	<b>7.04%</b>	<b>\$107,646.55</b>
<b>Total Debt Service</b>		<b>\$0.00</b>	<b>\$8,152.45</b>	<b>\$115,799.00</b>	<b>7.04%</b>	<b>\$107,646.55</b>
<b>Total Expenditure</b>		<b>\$0.00</b>	<b>\$66,977.34</b>	<b>\$333,484.00</b>	<b>20.08%</b>	<b>\$266,506.66</b>
<b>Total Water &amp; Sewer Bond Redemption</b>		<b>\$0.00</b>	<b>\$66,977.34</b>	<b>\$333,484.00</b>	<b>20.08%</b>	<b>\$266,506.66</b>
<b>Stormwater</b>						
<b>Expenditure</b>						
<b>Utilities and Environment</b>						
408-000-000-531-00-31-03	Storm Drainage Cleaning	\$813.45	\$813.45	\$2,500.00	32.54%	\$1,686.55
<b>Flood Control</b>						
408-000-000-531-38-10-00	Salaries & Wages	\$967.87	\$3,078.97	\$12,362.00	24.91%	\$9,283.03
408-000-000-531-38-20-00	Benefits	\$263.90	\$1,069.96	\$10,030.00	10.67%	\$8,960.04
408-000-000-531-38-31-01	Operations & Maintenance	\$3,814.14	\$4,428.46	\$3,333.00	132.87%	(\$1,095.46)
408-000-000-531-38-31-02	Excise Tax	\$120.18	\$626.00	\$1,600.00	39.13%	\$974.00
408-000-000-531-38-32-00	Gas/Oil Products	\$159.83	\$737.55	\$515.00	143.21%	(\$222.55)
408-000-000-531-38-43-02	Training	\$0.00	\$0.00	\$67.00	0.00%	\$67.00
408-000-000-531-38-46-00	Insurance	\$52.39	\$157.17	\$697.00	22.55%	\$539.83
<b>Total Flood Control</b>		<b>\$5,378.31</b>	<b>\$10,098.11</b>	<b>\$28,604.00</b>	<b>35.30%</b>	<b>\$18,505.89</b>
<b>Total Utilities and Environment</b>		<b>\$6,191.76</b>	<b>\$10,911.56</b>	<b>\$31,104.00</b>	<b>35.08%</b>	<b>\$20,192.44</b>
<b>Nonexpenditures</b>						
<b>Redemption of Long Term Debt - Proprietary Funds</b>						
408-000-000-582-38-72-01	Strmwater -Principal #19900038	\$0.00	\$0.00	\$3,309.00	0.00%	\$3,309.00
408-000-000-582-38-72-02	Pw-04-691 Principal	\$0.00	\$0.00	\$1,496.00	0.00%	\$1,496.00
408-000-000-582-38-72-03	Pw-05-691-023 Principal	\$0.00	\$0.00	\$20,260.00	0.00%	\$20,260.00
<b>Total Redemption of Long Term Debt - Proprietary Funds</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,065.00</b>	<b>0.00%</b>	<b>\$25,065.00</b>
<b>Total Nonexpenditures</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$25,065.00</b>	<b>0.00%</b>	<b>\$25,065.00</b>
<b>Debt Service</b>						
<b>Interest And Other Debt Service Costs</b>						
408-000-000-592-38-83-01	Strmwater - Interest #19900038	\$0.00	\$0.00	\$1,410.00	0.00%	\$1,410.00
408-000-000-592-38-83-02	Pw-04-691 Interest	\$0.00	\$0.00	\$180.00	0.00%	\$180.00
408-000-000-592-38-83-03	Pw-05-691-023 Interest	\$0.00	\$0.00	\$5,268.00	0.00%	\$5,268.00
<b>Total Interest And Other Debt Service Costs</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,858.00</b>	<b>0.00%</b>	<b>\$6,858.00</b>
<b>Capital Expenditures</b>						
408-000-000-594-83-64-00	Drainage Construction	\$5,517.51	\$5,517.51	\$3,000.00	183.92%	(\$2,517.51)
<b>Total Capital Expenditures</b>		<b>\$5,517.51</b>	<b>\$5,517.51</b>	<b>\$3,000.00</b>	<b>183.92%</b>	<b>(\$2,517.51)</b>
<b>Transfer Out</b>						
408-000-000-597-00-00-03	Transfer TO 001-Bldg. Rental	\$0.00	\$0.00	\$5,000.00	0.00%	\$5,000.00
<b>Total Transfer Out</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>0.00%</b>	<b>\$5,000.00</b>
<b>Total Expenditure</b>		<b>\$11,709.27</b>	<b>\$16,429.07</b>	<b>\$71,027.00</b>	<b>23.13%</b>	<b>\$54,597.93</b>
<b>Total Debt Service</b>		<b>\$5,517.51</b>	<b>\$5,517.51</b>	<b>\$14,858.00</b>	<b>37.13%</b>	<b>\$9,340.49</b>
<b>Total Stormwater</b>		<b>\$11,709.27</b>	<b>\$16,429.07</b>	<b>\$71,027.00</b>	<b>23.13%</b>	<b>\$54,597.93</b>
<b>Sewer</b>						
<b>Expenditure</b>						



Account Number	Title	Period	Fiscal	Budget	% of Total	Balance
<b>Utilities and Environment</b>						
<b>Sewer Utilities</b>						
409-000-000-535-00-10-00	Salaries And Wages	\$9,688.43	\$31,792.81	\$124,094.00	25.62%	\$92,301.19
409-000-000-535-00-20-00	Employee Benefits	\$2,832.92	\$11,036.73	\$42,147.00	26.19%	\$31,110.27
409-000-000-535-00-31-01	Operations And Maintenance	\$1,797.53	\$4,153.95	\$8,545.00	48.61%	\$4,391.05
409-000-000-535-00-31-02	Chemicals	\$1,373.66	\$1,373.66	\$21,000.00	6.54%	\$19,626.34
409-000-000-535-00-31-03	Excise Tax	\$1,421.41	\$4,135.13	\$15,841.00	26.10%	\$11,705.87
409-000-000-535-00-31-04	Annual Meter Calibrations	\$0.00	\$1,785.66	\$4,120.00	43.34%	\$2,334.34
409-000-000-535-00-31-05	Doe Annual Permit	\$0.00	\$1,146.96	\$2,600.00	44.11%	\$1,453.04
409-000-000-535-00-31-06	Screen Panels And Brushes	\$0.00	\$0.00	\$1,800.00	0.00%	\$1,800.00
409-000-000-535-00-31-07	Lab Supplies	\$169.75	\$169.75	\$5,600.00	3.03%	\$5,430.25
409-000-000-535-00-31-08	Office Supplies & Customer	\$166.67	\$664.35	\$3,855.00	17.23%	\$3,190.65
409-000-000-535-00-32-00	Gas/oil Products	\$349.40	\$1,327.10	\$7,000.00	18.96%	\$5,672.90
409-000-000-535-00-35-00	Small Tools	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
409-000-000-535-00-41-00	Attorney Fees	\$0.00	\$0.00	\$10,000.00	0.00%	\$10,000.00
409-000-000-535-00-41-01	Professional Services -	\$593.20	\$6,424.32	\$18,000.00	35.69%	\$11,575.68
409-000-000-535-00-41-02	Professional Services -	\$250.00	\$3,819.26	\$4,000.00	95.48%	\$180.74
409-000-000-535-00-41-04	Professional Services - Brush	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
409-000-000-535-00-42-00	Communications	\$366.57	\$1,143.83	\$5,410.00	21.14%	\$4,266.17
409-000-000-535-00-43-01	Travel/meals & Lodging	\$0.00	\$0.00	\$2,500.00	0.00%	\$2,500.00
409-000-000-535-00-43-02	Training	\$0.00	\$0.00	\$3,500.00	0.00%	\$3,500.00
409-000-000-535-00-45-00	Spray Sludge Disposal Site	\$1,333.33	\$3,999.99	\$28,000.00	14.29%	\$24,000.01
409-000-000-535-00-46-00	Insurance	\$1,088.72	\$3,266.16	\$13,988.00	23.35%	\$10,721.84
409-000-000-535-00-47-01	Electricity	\$4,491.16	\$14,062.32	\$62,000.00	22.68%	\$47,937.68
409-000-000-535-00-47-02	Water	\$472.70	\$860.38	\$4,000.00	21.51%	\$3,139.62
409-000-000-535-00-47-03	Sewer	\$654.36	\$1,098.75	\$1,200.00	91.56%	\$101.25
409-000-000-535-00-47-04	Garbage Services	\$180.83	\$416.34	\$1,400.00	29.74%	\$983.66
409-000-000-535-00-47-05	Storm Drainage	\$29.48	\$242.64	\$584.00	41.55%	\$341.36
409-000-000-535-00-48-01	Repairs And Maintenance	\$639.66	\$8,618.23	\$9,336.00	92.31%	\$717.77
409-000-000-535-00-48-02	Annual Pipe Clean/tv Inspect	\$0.00	\$0.00	\$6,000.00	0.00%	\$6,000.00
409-000-000-535-00-48-03	Miscellaneous	\$0.00	\$0.00	\$3,000.00	0.00%	\$3,000.00
<b>Total Sewer Utilities</b>		<b>\$27,899.78</b>	<b>\$101,538.32</b>	<b>\$420,020.00</b>	<b>24.17%</b>	<b>\$318,481.68</b>
<b>Other Utilities and Business-Type Activites</b>						
409-000-000-538-00-64-00	Machinery & Equipment	(\$6,723.49)	\$0.00	\$0.00		\$0.00
<b>Total Other Utilities and Business-Type Activites</b>		<b>(\$6,723.49)</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>Total Utilities and Environment</b>		<b>\$21,176.29</b>	<b>\$101,538.32</b>	<b>\$420,020.00</b>	<b>24.17%</b>	<b>\$318,481.68</b>
<b>Debt Service</b>						
<b>Capital Expenditures</b>						
409-000-000-594-00-62-00	Treatment Plant Roof	\$0.00	\$0.00	\$65,000.00	0.00%	\$65,000.00
409-000-000-594-63-35-00	Sewer Line Replace/repair	\$3,575.83	\$5,876.72	\$25,333.00	23.20%	\$19,456.28
409-000-000-594-63-35-02	Engineering - Collection System	\$4,173.51	\$10,601.07	\$0.00		(\$10,601.07)
409-000-000-594-63-35-03	First Avenue Sewer Line -	\$0.00	\$0.00	\$794,000.00	0.00%	\$794,000.00
<b>Equipment</b>						
409-000-000-594-64-35-00	Software Upgrade	\$0.00	\$0.00	\$1,966.00	0.00%	\$1,966.00
409-000-000-594-64-35-01	Machinery & Equipment	\$0.00	\$6,723.49	\$5,500.00	122.25%	(\$1,223.49)
409-000-000-594-64-35-03	Pump	\$0.00	\$0.00	\$80,000.00	0.00%	\$80,000.00
<b>Total Equipment</b>		<b>\$0.00</b>	<b>\$6,723.49</b>	<b>\$87,466.00</b>	<b>7.69%</b>	<b>\$80,742.51</b>
<b>Total Capital Expenditures</b>		<b>\$7,749.34</b>	<b>\$23,201.28</b>	<b>\$971,799.00</b>	<b>2.39%</b>	<b>\$948,597.72</b>
<b>Transfer Out</b>						
409-000-000-597-00-00-02	Transfer TO 001-Bldg. Rental	\$0.00	\$0.00	\$7,500.00	0.00%	\$7,500.00
409-000-000-597-00-00-04	Wwtp - TO 403 Srf Redemption	\$0.00	\$52,153.94	\$211,308.00	24.68%	\$159,154.06
409-000-000-597-00-00-05	Wwtp - TO 403 Pwtf	\$0.00	\$0.00	\$15,086.00	0.00%	\$15,086.00
409-000-000-597-00-00-08	TO 404 Wwtp Usda 2004 Bond	\$0.00	\$0.00	\$6,137.00	0.00%	\$6,137.00
409-000-000-597-00-00-10	TO 403 Wwtp Pwtf 06-962-017	\$0.00	\$0.00	\$13,564.00	0.00%	\$13,564.00
409-000-000-597-00-00-11	TO 403 Wwtp Pwtf Red05-691-	\$0.00	\$0.00	\$25,528.00	0.00%	\$25,528.00
409-000-000-597-00-00-12	TO 403 Wwtp Pwtf Red04-691-	\$0.00	\$0.00	\$1,676.00	0.00%	\$1,676.00
409-000-000-597-00-00-13	WWTP to 403 PWTF PR09-951-	\$0.00	\$0.00	\$13,168.00	0.00%	\$13,168.00
409-000-000-597-00-00-14	TO 404 Wwtp B of P Reserve	\$0.00	\$0.00	\$2,965.00	0.00%	\$2,965.00
409-000-000-597-00-00-15	TO 403 Wwtp-B of P 2008	\$0.00	\$14,823.40	\$29,648.00	50.00%	\$14,824.60
<b>Total Transfer Out</b>		<b>\$0.00</b>	<b>\$66,977.34</b>	<b>\$326,580.00</b>	<b>20.51%</b>	<b>\$259,602.66</b>
<b>Total Debt Service</b>		<b>\$7,749.34</b>	<b>\$90,178.62</b>	<b>\$1,298,379.00</b>	<b>6.95%</b>	<b>\$1,208,200.38</b>
<b>Total Expenditure</b>		<b>\$28,925.63</b>	<b>\$191,716.94</b>	<b>\$1,718,399.00</b>	<b>11.16%</b>	<b>\$1,526,682.06</b>
<b>Total Sewer</b>		<b>\$28,925.63</b>	<b>\$191,716.94</b>	<b>\$1,718,399.00</b>	<b>11.16%</b>	<b>\$1,526,682.06</b>
<b>Grand Totals</b>		<b>\$221,175.07</b>	<b>\$745,072.88</b>	<b>\$6,556,138.00</b>	<b>11.36%</b>	<b>\$5,811,065.12</b>



4/8/2013

90+ Days: Liens  
60+ Days: Pending Liens  
30+ Days: Delinquent  
Bad Debt (Uncollectable)\*  
**TOTAL**

<b>Collections</b>	
<b>Total</b>	
\$	22,518
\$	1,299
\$	3,918
\$	319
\$	28,054

\* Owner died and property sold.

**TOTAL INSTALLATIONS**  
Manual Read  
Radio Read  
Flat  
**TOTAL**

Residential	Commercial	Total	%
10	78	88	13%
525	48	573	86%
7	1	8	1%
542	127	669	100%
NOTE: Remaining residential are 1" meters			

Produced  
Sold  
Minus accounted for water use\*  
Equals Lost Water  
Lost %

<b>Lost Water</b>	
<b>March</b>	
	1124439
	456407
	161899
	506133
	45%
	Cubic Feet
	40642
	51471
	69519
	267

\*Accounted for water use  
Backwash  
Filter to wastewater  
Flushing  
Other

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates: Council Workshop: 4/17/13                      Public Hearing:  
Council Discussion Item: 3/11/13, 4/22/13  
Council Business Item: 3/25/13 & 4/8/13

B. Issue/Topic: **School Road Improvement Project Change Order #4**

C. Sponsor(s):

1. Mike Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. The subgrade near Sta. 21+00 encountered excessive moisture and yielding conditions after a series of heavy rains. The unsuitable material was excavated, hauled offsite, replaced with compacted suitable material and prepared for paving.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. Additional work is a result of changed site conditions. Nancy Lockett from Gray & Osborne has provided a letter (attached) substantiating the need for the work and identifying the concurrence from Clint Ritter at the Transportation Improvement Board. An email from Clint Ritter identifying TIB's position with the change order and liquidated damages is provided.

F. Impacts:

1. Fiscal: The adjusted contract amount is still within the original approved contract due to the earlier reduction in the illumination system.
2. Legal: Heather Reynolds has advised on what the repercussions may be if the change order is not approved.
3. Personnel: n/a
4. Service/Delivery: n/a

G. Planning Commission:    ☐ Recommended    ☒ N/A    ☐ Public Hearing on

H. Staff Comments:

1. None

I. Time Constraints/Due Dates:

J. Proposed Motion: **I move to authorize the mayor to execute Change Order #4 for the School Road Improvement Project changing the contract amount with NOVA to \$591,544.27.**



## CHANGE ORDER

Project Title	School Road Improvement Project		
Owner	City of Ilwaco	Contractor Name	Nova Contracting, Inc.
Change Order No.	4	Contractor Address	10615 Delphi Road SW Olympia, WA 98512
Change Order Date	January 11, 2013		
G&O No.	11427		

The following changes are hereby made to the Contract Documents:

### ITEM NO. 1: Roadway Completion of Sta. 21+00

The subgrade near Sta. 21+00 encountered excessive moisture and yielding conditions after a series of heavy rains. The unsuitable material was excavated and hauled offsite and replaced with compacted suitable material and prepared for paving.

The lump sum cost for this work is:.....\$15,319.62

**Justification:** The additional work is the result of changed site conditions.

### CHANGE TO CONTRACT PRICE

Original Contract Amount (without tax) .....	\$597,600.00
Current Contract Amount, as adjusted by previous change orders.....	\$576,224.65
The Contract Amount due to this Change Order will be increased by .....	\$ 15,319.62
The new Contract Amount (without tax) due to this Change Order will be:.....	\$591,544.27

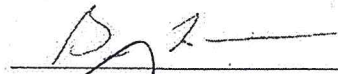
### CHANGE TO CONTRACT TIME

The Substantial Completion Contract Time will be increased by 5 working days, for a total of 54.5 working days.

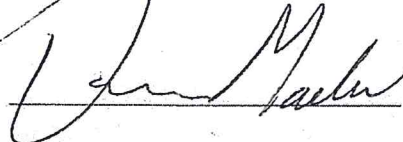
The Physical Completion Contract Time will be increased by 5 working days, for a total of 64.5 working days.

This document will become a supplement to the Contract and all provisions in the Contract will apply hereto. The Contractor acknowledges and agrees that by executing this change order he foregoes all rights and privileges of acquiring any additional compensation for any known or unknown claims of any type or nature, to include but not be limited to, any additional work, delays, extended office overhead, design omissions, changed site conditions, or any oral directions as of the date of the execution of this change order.

GRAY & OSBORNE, INC.  
(RECOMMENDED)

 Date 1/11/13

NOVA  
CONTRACTING, INC.  
(ACCEPTED)

 Date 1/15/13

CITY OF ILWACO  
(ACCEPTED)

\_\_\_\_\_ Date \_\_\_\_\_



## Elaine McMillan

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**From:** Ritter, Clint (TIB) [ClintR@TIB.wa.gov]  
**Sent:** Monday, April 15, 2013 10:39 AM  
**To:** Elaine McMillan  
**Cc:** Nancy Lockett; Tim Osborne (tosborne@g-o.com)  
**Subject:** RE: School Road

Good Morning Elaine,

I appreciate you sending me a copy of the correspondence related to the liquidated damages issue. I first want to address Change Order (CO) #4 related to a soft spot in the grade. This CO was discussed and approved by TIB prior to the Contractor completing the work. After my review of the CO I feel the work was justified and should be payable to the Contractor.

Regarding liquidated damages, there are always many factors that play into the final decision of whether to pursue them or not and if one even has a winning argument. I do appreciate the City's diligence in wanting to ensure proper use of the TIB funds and hold the Contractor to his legal obligations. After considering all facts and discussion with several of the parties involved, my opinion is not to assess liquidated damages on this project. For the amount of funds that you may potentially recover, those funds could easily be swept away with legal costs if Nova so chooses to take the issue to court. It appears that would be a strong possibility in this case.

To my understanding the City has full use and benefit of the facility and has for a while now. I would urge you to work with your Engineer and Nova Contracting to complete the last few minor items of work so we can issue physical completion and in turn issue you final payment. While there may have been some struggles during construction, the ultimate goal of reconstructing School Street and providing the community with a quality, lasting arterial street was achieved.

Please let me know how the City plans to proceed. If you have any further questions do not hesitate to call.

Clint

**CLINT RITTER, P.E.**  
**Transportation Improvement Board**  
505 Union Avenue SE, Suite 350  
P.O. Box 40901  
Olympia, WA 98504-0901  
Phone: 360-586-1151  
Fax: 360-586-1165  
[www.tib.wa.gov](http://www.tib.wa.gov)

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**From:** Elaine McMillan [<mailto:treasurer@ilwaco-wa.gov>]  
**Sent:** Tuesday, April 09, 2013 4:36 PM  
**To:** Ritter, Clint (TIB)  
**Subject:** School Road

Clint –

Attached is the letter that our attorney sent making NOVA aware that the city would enforce liquidated damages. NOVA's response is attached as well.



April 2, 2013

Mayor Mike Cassinelli  
City of Ilwaco  
P.O. Box 548  
Ilwaco, Washington 98624

SUBJECT: CHANGE ORDER 4, SCHOOL ROAD IMPROVEMENT PROJECT  
CITY OF ILWACO, PACIFIC COUNTY, WASHINGTON  
G&O #11427.00

Dear Mayor Cassinelli:

Change Order 4 includes payment for materials and labor to remove saturated subsurface soil and replace it with competent structural fill from approximately Station 20+00 (vicinity of the curve from School Road to Brumbach Avenue) to the end of the project. Please see the attached Exhibit. NOVA Contracting, Inc. had prepared the road subgrade for paving by placing and rolling crushed surfacing top course to approximately the west end of the curve (see Exhibit) by the end of work on October 11, 2012. Soil to the east of the prepared subgrade was saturated due to a significant rain storm on the weekend of October 13 and 14, 2012, which prevented NOVA Contracting from further work in this area, as the surface was soft and "pumping" (Inspector Daily Report, October 15, 2012). The additional work, which included the installation of two French drains, excavation of the saturated material, and replacement with competent material, was necessary to stabilize the area for paving.

A geotechnical analysis was completed in the preliminary engineering phase of this project. The field investigations were done on November 1, 2011. The geotechnical investigation reviewed the condition of the existing pavement and subsurface conditions and identified a cost-effective roadway section to reconstruct School Road. The recommended new road section included 4 inches of asphalt and 3 inches of crushed surfacing top course placed on top of firm and unyielding subgrade.

The geotechnical evaluation noted that the existing pavement along the project alignment was in poor condition, particularly in the eastern half of the alignment, where the





Mayor Mike Cassinelli

April 2, 2013

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pavement was moderately to highly alligatored (i.e., fatigue cracking) and areas of rutting were observed.

The geotechnical report noted that the existing site soils were highly moisture sensitive, and would become difficult to compact when saturated. If soft or unstable soils were encountered, such as areas where the existing pavement base contained pockets of silt, the soft or unstable soils were to be overexcavated and replaced with adequately compacted crushed surfacing base course (structural fill).

The contractor had planned to have their subcontractor (Naselle Rock) pave during the week of October 15, 2012. As such, NOVA Contracting had prepared the subgrade and crushed surfacing top course layer on the west 900 linear feet of the road on October 11. The road base was competent and therefore was left open to traffic over the weekend.

According to the rain gauge at the Wastewater Treatment Plant (recorded rainfall from 8:30 a.m. to 8:30 a.m.) the City received 0.7 inch of rain from Friday, October 12 to Saturday, October 13; 1.0 inch of rain from Saturday, October 13 to Sunday, October 14; 1.33 inches of rain from Sunday, October 14 to Monday, October 15; and 1.52 inches of rain from Sunday, October 15 to Monday, October 16 for a total of 4.55 inches of rain. On October 15, the area from approximately the south entrance to the stadium to the end of the project was saturated from the rain. The material testing company on site to test the competency of the roadbed prior to paving indicated that the subgrade from the stadium to the end of the project was deficient, which meant the Contractor could not allow this area to be paved on ground that was neither firm nor unyielding.

Gray & Osborne, in consultation with the geotechnical engineer and material testing company, determined a suitable method by which the stormwater could be routed to existing storm systems thereby allowing the majority of the material to dry to a point of being suitable for paving (subsurface drain to help alleviate subsurface water). We accomplished this by installing a series of French drains across the road grade to catch and eliminate ground and percolated water. A total of 21.8 inches of rain fell in Ilwaco from October 20 to November 28, 2012, when the Contractor dug out and replaced the resulting unsuitable subgrade from approximately Station 20+00 to Station 21+50 in order to complete paving in this area. The French drains and improved subgrade are not only value added to the project, but also required in order to construct a suitable roadbed.

Unsuitable subgrade in the curve transition between School Road and Brumbach Avenue was a result of rain and latent soil conditions. The contractor remedied the situation as





Mayor Mike Cassinelli  
April 2, 2013  
Page 3

directed and should be paid for the work. Change Order 4 is in the amount of \$15,319.62 for materials and labor. If this work had been paid under unit costs, the additional cost would have been \$19,208.10. We have discussed this change of condition with the TIB, the funding agency for the project, and they are in agreement with the work. As such, the costs are eligible for TIB reimbursement under the terms of your interlocal agreement.

Very truly yours,

GRAY & OSBORNE, INC.

Nancy E. Lockett, P.E.

NEL/hhj

cc: Mr. Clint Ritter, P.E., Washington State Transportation Improvement Board

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**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

- A. Meeting Dates:    Council Workshop:                      Public Hearing:  
                                 Council Discussion Item: 4/8/13      Council Business Item: 4/22/13
- B. Issue/Topic: **Ordinance regarding sewer averaging semi-annually for residential bills**
- C. Sponsor(s):  
    1. Fred Marshall    2.
- D. Background (overview of why issue is before council):  
    1. When the new sewer rate structure was implemented, residential sewer averaging was to be done on an annual basis. A number of residential customers have inquired as to the averaging being done more often, as their situations might have changed.
- E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)  
    1. Sewer averaging on a semi-annual basis will allow customers to adjust their water consumption, if needed, in order to control their sewer costs.
- F. Impacts:  
    1. Fiscal: Some customers may have lower sewer bills as a result of this action; whereas, some customers may have higher bills.
2. Legal: Reviewed and approved by Heather Reynolds
3. Personnel: n/a
4. Service/Delivery: n/a
- G. Planning Commission:    ☐ Recommended    ☒ N/A    ☐ Public Hearing on
- H. Staff Comments:  
    1. Implementing semi-annual sewer averaging will have minimal affect on utility billing staff.
- I. Time Constraints/Due Dates: None
- J. Proposed Motion: **I move to adopt the proposed ordinance and resolution amending Chapter 13, Water and Sewer Rates and Charges, to modify the procedure for residential sewer averaging.**



**CITY OF ILWACO  
ORDINANCE NO. XXX**

**AN ORDINANCE OF THE CITY OF ILWACO, WASHINGTON, AMENDING  
ILWACO MUNICIPAL CODE CHAPTER 13 REGARDING THE SEWER RATES AND  
CHARGES**

**WHEREAS**, it is the desire of the City Council to amend Chapter 13 of the Ilwaco Municipal Code with regards to the monthly rates charged for residential and commercial water and sewer users.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO,  
WASHINGTON, DOES ORDAIN AS FOLLOWS:**

**Section 1.** Section 13.04.100, Rates and charges for sanitary sewage disposal, is amended to read as follows:

**13.04.100 Rates and charges for sanitary sewage disposal.**

C. In addition to assessing the monthly base rate, an amount for the commodity charge must be assessed each month. On an semi-annual basis, each residence shall have four months worth of water consumption, as specified by resolution of the Ilwaco City Council, averaged to determine the amount of sanitary sewer usage that will be charged for each month of the ensuing six months year. For commercial accounts, monthly metered water shall determine the amount of commodity charge assessed for sanitary sewer for that month.

**Section 3.** Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining parts of this ordinance.

**Section 4.** Referendum and Effective Date. This Ordinance, being an exercise of a power specifically delegated to the city legislative body, is not subject to referendum, and shall take effect and is in full force January 1, 2013, after its passage, approval and publication of an approved summary of the title as provided by law.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN  
AUTHENTICATION OF ITS PASSAGE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

PUBLISHED:

EFFECTIVE:

**CITY OF ILWACO  
RESOLUTION NO. 2013-XX**

**A RESOLUTION OF THE CITY OF ILWACO, WASHINGTON, AMENDING THE FEE SCHEDULE FOR THE 2013 SEWER, WATER AND STORMWATER RATES AND CONNECTION CHARGES**

**WHEREAS**, it is the desire of the City Council to adjust sewer, water and stormwater rates and connection charges annually, as needed, to align with service costs.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ILWACO, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1. Sewer Rates.** The minimum monthly base rate for sanitary sewage disposal shall be on a water meter size basis calculated based on the gallons per minute (GPM) flow capacity of the meter, as follows, and all rates and charges outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

Meter Size	GPM Flow*	Meter Weight	Rate
5/8" or 3/4"	30	1.00	\$35.00
1"	50	1.67	\$58.45
1 1/2"	100	3.33	\$116.55
2"	160	5.33	\$186.55
3"	300	10.00	\$350.00
4"	500	16.67	\$583.10
6"	1000	33.33	\$1,166.55
8"	1600	53.33	\$1,866.55

\* Washington State Department of Health Financial Viability Manual

In addition to the monthly rate based on meter size, the following rates shall also apply:

Commodity Charge	Rate
▪ For each one hundred (100) cubic feet of metered water. For residential accounts, water consumption for April, May, October and November will be averaged <u>semi-annually</u> to determine the amount of sanitary sewer usage that will be charged for each month <del>in the ensuing year</del> . For commercial accounts, monthly metered water shall determine the commodity charge assessed for sanitary sewer for that month.	\$8.65
▪ For each one hundred (100) cubic feet of metered sewerage flow (ONLY for large business with sewer flow meter)	\$10.81
▪ For each one hundred (100) cubic feet of metered grey water	\$2.42



**Section 2. Water Rates.** The minimum monthly rates for all water users shall be on meter size basis calculated based on the gallons per minute (GPM) flow capacity of the meter, as follows, and all rates and charges outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

Meter Size	GPM Flow*	Meter Weight	Rate
5/8" or 3/4"	30	1.00	\$25.90
1"	50	1.67	\$43.25
1 1/4"	75	2.50	\$64.75
1 1/2"	100	3.33	\$86.25
2"	160	5.33	\$138.05
3"	300	10.00	\$259.00
4"	500	16.67	\$431.75
6"	1000	33.33	\$863.25

\* Washington State Department of Health Financial Viability Manual

In addition to the monthly rate based on meter size, the following rates shall also apply:

Type of Charge	Rate
▪ <b>Commodity Rate:</b> For each one hundred (100) cubic feet of water usage	\$3.60
▪ <b>Fire Sprinkler:</b> For each fire sprinkler	\$18.57

**Section 3. Stormwater property classifications and rates.** For the purposes of assessing stormwater utility fees, all properties shall be classified by parcel or lot size and whether they are developed or undeveloped as per the records of the Pacific County Assessor, as follows:

Classification	Description	Rate
All parcels	Undeveloped commercial and residential	\$3.61
Parcels 6000 SF or less (.14 acres)	Developed residential	\$6.18
	Developed commercial	\$7.21
Parcels greater than 6000 SF (greater than .14 acres)	Developed residential	\$8.24
	Developed commercial	\$9.27

**Section 4. Water connection charges.** In addition to the foregoing rates and charges, the city shall charge for each building or service connection to the water system a connection charge of two thousand five hundred dollars (\$2,500) per meter equivalent (Ilwaco Municipal Code 13.04.020), and all connections outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

All water meter connections for fire sprinkler installation shall be at the rate of one thousand eight hundred dollars (\$1,800) per connection.

**Section 5. Sewer connection charges.** In addition to the foregoing rates and charges, the city shall charge for each building or service connection to the sanitary sewer system a connection charge of a six thousand two hundred dollars (\$6,200) per proportional equivalent (Ilwaco Municipal Code 13.04.110), and all connections outside the Ilwaco city limits shall pay a surcharge of fifty (50) percent of the amount computed.

**Section 6. Severability.** If any section, sentence, clause or phrase of this resolution shall be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this resolution.

**Section 7. Effective Date.** This resolution, being an exercise of power specifically delegated to the city legislative body, is not subject to referendum and, given the possible danger to public health, safety and welfare, shall take effect immediately upon passage by the City Council.

**PASSED BY THE CITY COUNCIL OF THE CITY OF ILWACO, AND SIGNED IN AUTHENTICATION OF ITS PASSAGE THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2013.**

\_\_\_\_\_  
Mike Cassinelli, Mayor

ATTEST:

\_\_\_\_\_  
PJ Kezele, Deputy City Clerk

VOTE	Jensen	Mulinix	Marshall	Chambreau	Forner	Cassinelli
Ayes						
Nays						
Abstentions						
Absent						

EFFECTIVE:

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates:    Council Workshop:                      Public Hearing:  
                                 Council Discussion Item: 4/22/13    Council Business Item:

B. Issue/Topic: **Watershed culvert slip lining**

C. Sponsor(s):

1. Cassinelli
- 2.

D. Background (overview of why issue is before council):

1. In July of 2012, the City of Ilwaco was awarded a grant from the Department of Health of \$30,000 to remove failing logging road culverts in the Indian Creek watershed. The project which is listed in the City's water plan was further reviewed and it was determined that slip lining the culverts would be a better solution than actually removing them. The city engineer solicited bids from nine contractors from the small works roster. A well attended walk through of the project was held on April 3<sup>rd</sup>. Four bids were received on April 10<sup>th</sup>. The city engineer has provided the attached summary of the bids. Since the lowest bid was below the engineer's estimate, the engineer contacted the bidder to confirm the amount of their bid and discuss the costs.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The grant and associated expenditures were inadvertently left off the 2013 budget and will be incorporated in the budget amendment.
2. Based on the engineer's review, she is recommending that the bid be awarded to the lowest, responsible bidder, Lindstrom & Son Construction, LLC.

F. Impacts:

1. Fiscal: The construction bid (\$9,589.38) and engineers estimated costs (\$6,000) total \$15,589.38 which is within the amount of the \$30,000 grant.
2. Legal:
3. Personnel: None
4. Service/Delivery: None

G. Planning Commission:    ☐ Recommended    ☒ N/A    ☐ Public Hearing on


H. Staff Comments:

1.

I. Time Constraints/Due Dates: The bid is to be awarded 30 days after the opening of the bids, or before May 10<sup>th</sup>.

J. Proposed Motion: **I move to authorize the mayor to award the Watershed Road Culvert Slip lining project to Lindstrom and Son Construction, LLC.**



BIDDER		ENGINEER'S ESTIMATE		LINDSTROM & SON		HILL & SON EXCAVATING		JUBILEE		ROGNLIN'S, INC.		
BIDDER ADDRESS				CONSTRUCTION		P.O. Box 288		CONSTRUCTION, LLC		321 West State Street		
WASHINGTON STATE WORKMANS COMP. ACCT. NO.				Chinook, WA 98614		P.O. Box 462		12305 Sandridge Road		Aberdeen, WA 98520		
WASHINGTON STATE CONTRACTOR'S REG. NUMBER				899-833-00		Ocean Park, WA 98640		Long Beach, WA 98631				
BID BOND OR OTHER GOOD FAITH TOKEN				LINDSSCUIICH		426, 075-2		515, 027-03		216583-01		
				5% BID BOND		HILLSS965BW		JUBILCL388P6		RO-GN-L**342LF		
						5% BID BOND		5% BID BOND		5% BID BOND		
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization, Cleanup and Demobilization	1 LS	\$2,900.00	\$2,900.00	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00	\$15,000.00	\$15,000.00
2	Clearing and Grubbing	1 LS	\$5,000.00	\$5,000.00	\$1,200.00	\$1,200.00	\$4,000.00	\$4,000.00	\$2,800.00	\$2,800.00	\$2,000.00	\$2,000.00
3	Common Borrow for Backfill	15 CY	\$35.00	\$525.00	\$16.00	\$240.00	\$100.00	\$1,500.00	\$19.00	\$285.00	\$40.00	\$600.00
4	Gravel Base for Backfill	5 CY	\$35.00	\$175.00	\$16.00	\$80.00	\$300.00	\$1,500.00	\$38.00	\$190.00	\$40.00	\$200.00
5	HDPE Pipe and Fittings for Culvert Pipe, 12 In. Diam.	115 LF	\$40.00	\$4,600.00	\$12.00	\$1,380.00	\$65.00	\$7,475.00	\$135.90	\$15,628.50	\$125.00	\$14,375.00
6	HDPE Pipe and Fittings for Culvert Pipe, 15 In. Diam.	75 LF	\$45.00	\$3,375.00	\$16.00	\$1,200.00	\$70.00	\$5,250.00	\$131.55	\$9,866.25	\$125.00	\$9,375.00
7	Flowable Grout	18 CY	\$350.00	\$6,300.00	\$110.00	\$1,980.00	\$350.00	\$6,300.00	\$475.01	\$8,550.18	\$300.00	\$5,400.00
8	Erosion/Water Pollution Control	1 LS	\$2,000.00	\$2,000.00	\$250.00	\$250.00	\$4,000.00	\$4,000.00	\$1,000.00	\$1,000.00	\$1,049.00	\$1,049.00
9	Minor Changes	1 CALC	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
	Subtotal:			\$26,875.00		\$8,830.00		\$33,225.00		\$41,819.93		\$49,999.00
	Sales Tax @ 8.6%			\$2,311.25		\$759.38		\$2,857.35		\$3,596.51		\$4,299.91
	TOTAL CONSTRUCTION COST			\$29,186.25		\$9,589.38		\$36,082.35		\$45,416.44		\$54,298.91
Sealed bids were opened at the City of Ilwaco, 120 First Avenue North, Ilwaco, Washington 98624 on Wednesday, April 10, 2013, at 2:00 p.m. (local time).												
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the unit prices and total amounts bid.				DENOTE MATHEMATICAL OR ROUNDING ERROR								
												
NANCY LOCKETT, P.E.												

DATE: 4/2013  
DRAWN: SC  
CHECKED: NL  
APPROVED: NL

CITY OF ILWACO, WASHINGTON  
WATERSHED ROAD CULVERT SLIP Lining  
GRAY & OSBORNE #12536

GRAY & OSBORNE  
CONSULTING ENGINEERS  
SEATTLE, OLYMPIA, YAKIMA, VANCOUVER & ARLINGTON, WASHINGTON

**CITY OF ILWACO**  
**CITY COUNCIL AGENDA ITEM BRIEFING**

A. Meeting Dates:      Council Workshop:                      Public Hearing:  
                                 Council Discussion Item: 4/22/13      Council Business Item:

B. Issue/Topic: **Update of Personnel Policy**

C. Sponsor(s):

1. Jon Chambreau
2. Fred Marshall

D. Background (overview of why issue is before council):

1. Over the past several months, the Personnel committee has reviewed the policy along with the recommended changes from the administration. The City of Raymond's and City of Tumwater's recently updated policies were considered. The changes were then reviewed and recommendations made by Municipal Research Services Center. Finally, the changes were reviewed and recommendations made by Heather Reynolds.

E. Discussion (specific details relevant to the issue, pros/cons, alternatives and any other decision-making details)

1. The council has been presented with a document showing the recommended additions and deletions to the policy. If there are no further changes, the final formatting to remove the deletions and align the table of contents will be made before the next meeting.

F. Impacts:

1. Fiscal: There is an increase to the maximum number of vacation days allowed to accrue, which could potentially affect the pay out to an employee that leaves the City of Ilwaco.
2. Legal: Review has been done by MRSC and Heather Reynolds.
3. Personnel:
4. Service/Delivery:

G. Planning Commission:    ☐ Recommended    ☐ N/A    ☐ Public Hearing on

H. Staff Comments:

- 1.

I. Time Constraints/Due Dates:

J. Proposed Motion: **Move to Business at the next meeting.**



## RECEIPT OF PERSONNEL POLICIES

All employees should read the following; then sign date and return this form to the Clerk-Treasurer within three days of when they receive the personnel policies. The form will be placed in the employee's personnel file.

Enclosed are the City of Ilwaco personnel policies. It is your responsibility to read these policies, as they will acquaint you with your employee benefits, our personnel practices and rules, and some organizational philosophy.

It is important to understand that these policies do not create an employment contract or a guarantee of employment for any specific duration between the City of Ilwaco and its employees. Although we hope that your employment relationship with us will be long-term, we recognize that things do not always work out as hoped, and either of us may decide to terminate the employment relationship.

As the City continues to grow and change, we may need to change some of these personnel policies. The City, therefore, reserves the right to revise, supplement, clarify or rescind any policy or portion of a policy when deemed appropriate.

Please also understand that no supervisor or representative of the City has the authority to make any written or oral statements or representations, which are inconsistent with these policies.

If you have any questions about these policies or any other policies of the City, please feel free to ask your supervisor, the Clerk-Treasurer, or the Mayor.

I, \_\_\_\_\_, hereby acknowledge receipt of a copy of the City of Ilwaco Personnel Policy Manual and acknowledge my responsibility to review and be familiar with its contents.

I have read and understand the above statements. I understand that my employment with the City of Ilwaco is "at-will." This means that just as I am free to resign at any time, the City of Ilwaco is free to terminate my employment at any time, with or without cause or advance notice, and without compensation except for time actually worked. I understand that none of the statements contained in the Personnel Policy Manual and no Statements made or written elsewhere can be construed as a contract, implied contract, promise of permanent employment, or employment for any particular duration, of discharge only for cause, or as a guarantee of any particular disciplinary or discharge



procedures, unless the promise is in a written employment agreement signed by the Mayor and approved by Council.

This manual is only a summary of City of Ilwaco's policy and procedures: not all department policies are reflected in this document. I must comply with applicable department policies and procedures as those relate to my job duties. In event of discrepancies between the City's policy and department policy, City policy will govern. The City of Ilwaco expressly reserves the right to change any of its policies or procedures, including those covered in these policies, at any time in its sole discretion.

If the City of Ilwaco mistakenly overpays me, I hereby consent to the deduction of the overage from my later paychecks. I also hereby consent to deduction from my final paycheck: (1) any amounts advanced to me that remain unearned when my employment with the City of Ilwaco ends, or (2) any amount necessary to reimburse the City of Ilwaco for my own actions, such as failure to return the City of Ilwaco equipment, or unauthorized telephone charges.

---

Employee Signature

---

Employee Printed Name

---

Date

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## CHAPTER 1

### GENERAL

#### 1.1 PURPOSE/SCOPE.

(a) This manual is a general informational guide to the City's current Employment policies and shall not be construed as a contract. **These policies are guidelines only, not promises of specific treatment in specific situations. They are not intended to be nor should they be construed as a contract, express or implied, or as a guarantee of employment for any specific duration. All employees of the City of Ilwaco are considered at-will employees and may be terminated from City of Ilwaco's employment at any time, with or without cause and with or without notice, unless such rights are expressly granted in a collective bargaining agreement or civil service rules. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment upon which any employee may rely.** The City reserves the right to amend, delete, supplement, or rescind any of the provisions of this manual, as the City deems necessary and appropriate, without advance notice. The City also reserves the right to deviate from these policies in an emergency situation, in order to achieve its primary mission of providing orderly and cost efficient services to its citizens.

(b) These personnel policies shall apply to all City employees. They shall not apply to elected officials and independent contractors. In the event of conflict between any provision of this manual and any provision of a valid and effective collective bargaining contract or in cases where the application of these policies would conflict with applicable Civil Service rules and regulations, the provisions of the labor contract and/or the Civil Service rules shall govern. In all other cases, these policies shall govern.

(c) Unless specific rights are granted to them in employment contracts, civil service rules, or elsewhere, **all employees of the City are considered at-will employees and may be terminated from City employment at any time, with or without cause and with or without notice.**

#### 1.2 EQUAL EMPLOYMENT OPPORTUNITY.

(a) The City is an equal employment opportunity employer. The City employs, retains, promotes, terminates and otherwise treats all employees and job applicants on the basis of merit, qualifications, and competence. This policy shall be applied without regard to any individual's sex, race, color, religion, national origin, pregnancy, age, marital status, medical condition, physical handicap, disability, or sexual preference.

(b) The City will not discriminate against applicants or employees with a sensory, physical or mental impairment, unless the impairment cannot be reasonably accommodated and prevents proper performance of an essential element of the job. Essential job functions are often may be identified in the job description. Employees whose disabilities require workplace accommodation are asked to seek the assistance of the City in order to initiate mutual discussion of the employee's and City's needs.

(c) Employees with life threatening illness, such as cancer, heart disease, or AIDS/HIV conditions, or communicable diseases such as tuberculosis or influenza, are treated the same as all other employees. ~~They~~ He/She ~~is~~ are permitted to continue working so long as ~~they~~ he/she ~~is~~ are able to maintain an acceptable level of performance and medical evidence shows ~~he/she~~ they ~~is~~ are not a threat to themselves or their ~~his/her~~ co-workers or the public. The City will work to preserve the safety of all its employees and reserves the right to reassign employees or take other job actions when a substantial and unusual safety risk to fellow City employees or the public exists.

### **1.3 ANTI-DISCRIMINATION**

It is the City of Ilwaco's intent to provide a work environment free from discrimination and other unlawful harassment. All of the City's employees are responsible for ensuring ~~that~~ the workplace is free from harassment and discrimination. Employees are expected to show respect for each other and towards those with whom the City does business at all times, despite individual differences. Prompt disciplinary action will be taken against an employee who commits or participates in any form of harassment or discrimination.

- A. Unlawful harassment generally includes offensive comments or actions, such as slurs , offensive jokes, graffiti, vandalism, and/or abusive or demeaning treatment relating to race, ethnic background, gender, sexual preference, religion, age, disability, or any other lawfully protected status.
- B. In some cases, conduct which constitutes unlawful harassment may lead to personal liability for the harasser.

See Harassment/Discrimination Complaint Procedure, Section 1.5, for guidance on what to do if you experience harassment. The City does not retaliate against an employee who complains of harassment or discrimination.

### **1.4 SEXUAL HARASSMENT.**

(a) The City will not tolerate any form of sexual harassment.

(b) Sexual harassment is defined as unwanted, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct whose rejection or acceptance is used as the basis for making employment decisions affecting the recipient, or which has the effect of creating an offensive, intimidating, degrading or hostile work environment, or which adversely interferes or affects an employee's work performance.

~~(b)~~—(c) Any employee who believes he or she is being sexually harassed by supervisors or co-workers should follow the Harassment/Discrimination Complaint Procedure, Section 1.5. The City will not retaliate against an employee who complains of sexual harassment.

### **1.5 HARASSMENT/DISCRIMINATION COMPLAINT PROCEDURE**



Employees who believe they are being subject to discrimination or unlawful harassment should identify the offensive behavior to the harasser and request that it stop. In the event such informal direct communication is either ineffective or impossible, the employee should discuss their his/her concerns immediately with his/her Department Head. If the harassment involves the employee's department head, the employee should notify the City Clerk, Mayor and/or City Attorney.

*Employees are strongly urged to report all instances of perceived harassment or discrimination as soon as possible to a supervisor or the Mayor. It is the City of Ilwaco's goal to provide its employees with a professional and productive working environment. However, the City cannot address employees' concerns if they are not brought to its attention.*

No employee will suffer retaliation for reporting a concern or participating in the investigation of a complaint made under this policy. To the extent possible, complaints will be handled confidentially.

## **1.6 DEFINITIONS.**

(a) **Supervisor:** An employee who has responsibility for directing one or more employees.

(b) **Immediate Family:** An employee's immediate family includes the employee's spouse, a person who is of record as a domestic partner, child, step-child, grandchild, parent, grandparent, brother or sister, mother- or father-in-law, son- or daughter-in-law, or other relative who lives in the employee's home.

(c) **Regular Full-Time Employee:** An employee who has completed his/her trial period and who regularly works a minimum of forty (40) hours a week on a continuing basis, and is therefore eligible for city benefits.

(d) **Regular Part-Time Employee:** An employee who works less than 40 but at least 25 hours a week on a continuing basis and is eligible for pro-rated City benefits. Pro-rated benefits for employees who regularly work less than 25 hours a week may be approved by the Mayor on a case-by-case basis.

(e) **Temporary Employee:** Temporary employees are defined as those employees who hold jobs of limited duration arising out of special projects, abnormal work loads or emergencies. Temporary employees are not eligible for City benefits.

(f) **Trial Employee:** Employees who have not yet completed their his/her trial period and who have not been certified to regular employment status

(g) **Exempt Employees:** Exempt employees are defined as those employees who hold an administrative, professional or executive position which is defined as exempt from overtime pay requirements under the wage/hour law of the Fair Labor Standards Act and Washington wage and hour law.

## **1.7 EMPLOYEE PERSONNEL RECORDS.**



(a) A personnel file for each employee is kept ~~in by the City Clerk's office~~ Treasurer, and access is limited to the employee's immediate supervisor, the department head, ~~the City Clerk~~ Treasurer, and the Mayor. An employee's personnel file contains the employee's name, title and/or position held, job description, department to which the employee is assigned, salary, I-9 form, W-4 form, changes in employment status, training received, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information. Medical information about employees is contained in a separate confidential file.

(b) An employee has the right to review his/her file in the presence of authorized personnel. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If the City denies the employee's request to remove the information, the employee may file a written rebuttal statement to be retained in his/her file.

(c) Personnel files are kept confidential to the maximum extent permitted by law and business necessity. They are the property of the city.

## **1.8 REFERENCES.**

(a) In the absence of a signed release by the employee, the City limits information provided to prospective employers to confirmation of whether or not the individual was an employee of the city. ~~job title, dates of employment, salary, eligibility for re-employment and factual information regarding the employee's performance as permitted by RCW 4.24.730.~~

~~(b)~~ (b) Current or former employees who wish the City to provide additional information should submit a signed release form. Release forms are available from ~~the City Clerk~~ Treasurer.

(c) Only the Mayor, or current supervisor, may provide employment references on current or former regular City employees. The Supervisor may give references on temporary employees and volunteers. Other employees who receive a request for a reference from or pertaining to a former employee should refer the request to ~~the City Clerk~~ Treasurer.

## **1.9 CHANGING THE POLICIES.**

As the need arises, the Mayor and Council may modify these policies, except that only the City Council, by ordinance, shall enact any changes in compensation or benefit levels. In an emergency, ~~the~~ Mayor may deviate from these policies in individual situations, ~~particularly in an emergency,~~ in order to achieve the primary mission of serving the citizens of the City.

# **CHAPTER 2**

## **HOURS AND ATTENDANCE**

### **2.1 WORKING HOURS.**

(a) The City's normal work week is Monday through Friday from 7:30 a.m. to 4:30 p.m./8:00 a.m. to 5:00 p.m. with a half-hour/one-hour unpaid lunch period. Due to the nature of the City's operations, longer hours may be necessary in some instances.

(b) A normal working schedule for regular, full-time employees consists of forty (40) hours each workweek. Different work schedules may be established by the City to meet the job assignments and provide necessary City services. Each employee's supervisor will advise the employee regarding his/her specific working hours.

(c) Part-time and temporary employees will work hours as specified by their his/her supervisor.

## **2.2 HOURS OF WORK AND OVERTIME.**

(a) All City positions are designated as either "exempt" or "non-exempt" according to the Fair Labor Standards Act ("FSLSA") regulations. An Employees will be informed of his/her their status by the City.

(b) For most City employees, the established work period is forty (40) hours within a seven (7) day workweek. The designated workweek for most City employees begins Sunday at 12:01 a.m. and ends the following Saturday at midnight. Some departments or positions may use a different designated workweek. An Employees should check with his/her their supervisor or the City Clerk-Treasurer if he/she they have questions about the hours of his/her their designated workweek.

For emergency personnel [including civil service commissioned fire and police personnel actively engaged in emergency services] the City uses the 7K exemption under the Fair Labor Standard's Act, meaning the designated work period for commissioned fire personnel is 212 hours worked in a 28-day work period. The 28-day work period begins on January 1 of each year and runs for a consecutive 28 days.

(c) Non-exempt employees are entitled to additional compensation, either in cash or compensatory time off, when they work more than the maximum number of hours (40 hours for non-emergency personnel) during a work period.

(d) All overtime must be authorized in advance by the employee's supervisor. The accrual of unauthorized overtime hours may result in employee discipline, up too and including termination.

(e) Overtime pay is calculated at one and one-half times the employee's regular rate of pay for all time worked beyond the established maximum for a work period (40 hours for non-emergency personnel).

(f) When computing overtime, sick leave and vacation time are not counted as hours worked. For the purpose of computing overtime, non-worked holidays are counted as 8 hours worked as long as the preceding regular work day and the following regular work day are worked. Worked holidays are counted regardless of the preceding and following work days, as 8 hours worked if the number of hours worked is 8 hours or less, or the number of hours worked, whichever is greater.

(g) A nNon-exempt regular full-time or part-time employees will be paid two times his/her their regular rate of pay for any time worked on a holiday regardless of whether the holiday time worked is within the established work period or is overtime. Such time must be pre-



authorized by the Mayor. Worked holiday pay is in lieu of non-worked holiday pay – not in addition to it.

———(h) Exempt employees are not covered by the FLSA overtime provisions and do not receive either overtime pay or compensatory time in lieu of overtime pay. An exempt employee is paid to perform a job, which may not necessarily be completed in a normal workweek. In recognition of the extra time demands of certain exempt positions, informal paid leave may be taken, as mutually agreed upon by the employee and the Mayor.

### **2.3 COMPENSATORY TIME.**

(a) Non-exempt employees entitled to overtime pay may elect to receive compensatory time off instead of cash. This is approved on a case-by-case basis by the employee's supervisor. The City is not required to grant compensatory time instead of overtime pay. If the compensatory time option is exercised, the employee is credited with one and one-half times the hours worked as overtime. Maximum accruals of compensatory time shall be limited to 40 hours for regular employees. After maximum accrual, overtime compensation shall be paid.

(b) ~~An~~ Employees should schedule the use of compensatory time within a reasonable time period, after accumulation, by making a written request to his/her ~~their~~ supervisor. Compensatory time should be used for short-term absences from work during times mutually agreed to by the employee and his/her supervisor. Accumulation of compensatory time to be used as a substitute for extended vacation time off is not normally permitted.

(c) If the employee is unable to use accrued compensatory time within eighteen (18) months, the employee will be paid his/her original overtime wage.

### **2.4 Attendance.**

(a) Punctual and consistent attendance is a condition of employment. Each supervisor is responsible for ~~maintaining an accurate~~ confirming the accuracy of attendance records. It is mandatory that hourly employees utilize time clocks. Handwritten time will be subject to additional review. Employees failing to accurately record time worked may be subject to discipline.

(b) ~~An~~ Employees unable to work or unable to report to work on time should notify his/her ~~their~~ supervisor as soon as possible, ordinarily before the work day begins or within 30 minutes of the employee's usual starting time. If the supervisor is unavailable, the employee may leave a message with the City Clerk stating the reason for being late or unable to report for work. An employee should not ask other employees to handle this responsibility for them. If an absence continues beyond one day, the employee is responsible for reporting in each day, unless the employee's immediate supervisor approves other arrangements.

(c) Employees are expected to be at work during inclement weather and natural or man-made disasters, unless otherwise notified. Supervisors may allow employees to be late or leave early during severe weather conditions; however, non-attendance will be counted as absence from work and will be charged to accrued vacation time, compensatory time, floating holiday, or leave without pay.



(d) An employee who is absent without authorization or notification is subject to disciplinary action, including possible termination. An employee who is absent without authorization or notification for three consecutive days is considered to have abandoned his/her ~~their~~ job and ~~their~~ his/her employment will be terminated.

## **2.5 BREAKS AND MEAL PERIODS.**

Employees will receive all meal and rest periods in accordance with the applicable laws and regulations. Employees may take one (1) fifteen-minute break for every four-hours w~~Worked. Breaks usually occur at 9:30 a.m. and 2:30 p.m. for those scheduled to work the City's normal working hours. All breaks must be arranged to minimize disruption with City business and service to the public. The employee's supervisor shall schedule meal periods. The scheduling of meal periods may vary depending on department workload. Meal periods are normally a half hour or one-hour in length and unpaid. An e~~Employees is ~~are~~ not permitted to work through his/her ~~their~~ meal period in order to leave work early.

## **2.6 CALL BACK.**

All employees are subject to call back in emergencies or as needed by the City to provide necessary services to the public. A refusal to respond to a call back is grounds for immediate disciplinary action, including possible termination. ~~An e~~Employees called back to duty will be paid their\_ his/her appropriate rate of pay for the hours worked (the overtime rate, if applicable) and will be compensated for a two-hour minimum call back. Hours worked when called back do not begin until the employee arrives at the work site. If at all possible, a non-exempt employee should log time-in and time-out at the time he/she reports at the site of the call back. The two-hour minimum compensation applies to call backs only.

## **2.7 REPORTING WORK HOURS**

An E~~Employees is~~ ~~are~~ responsible for recording ~~their~~ his/her work hours. This includes recording the time taken off and each request that time off be charged to the employee's leave bank (vacation, sick leave, etc).

An employee's signature on his/her time sheet constitutes his/her verification that the time reported as worked or paid leave taken away from work was in accordance with the policies of the City of Ilwaco and all time has been recorded accurately. ~~An E~~Employees is ~~are~~ required to report all of his/her ~~their~~ time worked. ~~An E~~Employees must obtain approval for all overtime hours worked. Failure to obtain approval of overtime hours may result in employee discipline, up to and including termination.

## **2.8 PAYROLL RECORDS.**

~~The City Clerk- Treasurer~~ keeps the official payroll records. Each employee shall turn in to his/her Supervisor on a ~~monthly pay period~~ basis a signed work record, noting hours worked, leave taken and overtime worked. All employee time must be reviewed and approved by the supervisor. The Mayor shall sign work records for supervisors. Requests for use of compensatory "comp" time must be approved prior to the ~~absence, their submission to payroll.~~ All hours worked by the employee, whether authorized or not, must be recorded and submitted.

## **2.9 REPORTING OF IMPROPER DEDUCTIONS**

It is the City's policy to comply with the salary basis requirements of the Federal Labor Standards Act ("FLSA"). Therefore, all City supervisors are prohibited from making any improper deductions from the salaries of exempt employees. The City wants employees to be aware of this policy and know that the City does not allow deductions that violate the FLSA.

If the employee believes that an improper deduction has been made to his/her salary, he/she should immediately report this information to your direct supervisor, or the Mayor or the City Clerk/Treasurer.

Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

## **CHAPTER 3**

### **RECRUITING AND HIRING**

#### **3.1 RECRUITING AND HIRING**

(a) Recruiting practices ~~are is~~ conducted on the basis of ability, merit, qualifications and competence, without regard to race, color, religion, national origin, sex, marital status, pregnancy, physical handicap, disability, age, or sexual preference.

(b) Any employee who supplies false or misleading information during the hiring process may be subject to immediate termination, without regard to the length of time the employee has been employed by the City.

(c) Residency within the City is not a condition of initial appointment or continued employment; provided, however, that an employee's selection of residence shall not interfere with the daily performance of his/her duties and responsibilities.

(d) The City may administer pre-employment examinations to test the qualifications and ability of applicants, as determined necessary by the City.

(e) The City may require the applicant to provide proof of certifications, driving record, endorsements or other information pertinent to the position.

~~(fe) As required by business necessity after and offer of employment has been made for certain positions and prior to commencement of employment, the City may require the~~ successful passage of a medical examination and/or drug and alcohol testing. The offer of employment may be conditioned on the results of the examination. A candidate may be disqualified from consideration if: (1) unable to perform the duties of the position (and the individual's condition cannot reasonable be accommodated in the workplace); (2) the candidate



refuses to submit to medical examination or complete medical history forms; or (3) if the exam reveals use of alcohol and/or controlled substances.

### **3.2 TEMPORARY EMPLOYEES**

(a) The City may use temporary employees during emergencies or other peak workload periods, to temporarily replace regular employees absent due to disability, illness, and vacation or other leave, or to temporarily fill a vacancy until a regular employee is hired.

(b) Temporary employees may be hired without competitive recruitment or examination.

(c) Temporary employees may not work more than 70 hours a month for more than five months in a twelve-month period.

(d) Temporary employees are eligible for overtime pay as required by law. Temporary employees are not eligible and do not receive retirement, vacation, sick leave, health insurance, holiday or any other benefits during their his/her employment except as required by law.

### **3.3 TRIAL PERIOD.**

(a) All newly hired employees or former employees who have been rehired or employees promoted to a new classification (excluding temporary employees and part-time employees who normally work less than 25 hours per week) enter a six month trial period which is considered an integral part of the selection and evaluation process. During the trial period an employee is required to demonstrate suitability for the position through actual work performance.

(b) ~~The trial period is six months from the employee's date of hire, rehire, or promotion.~~ The Mayor may authorize the supervisor to extend the trial period for up to an additional six (6) months. An extension may be granted due to circumstances such as an extended illness or a continued need to evaluate an employee's performance.

(c) ~~A Trial~~ employees accrues vacation and sick leave from the beginning of his/her their employment, but may not use earned vacation until ~~they~~ he/she ~~has~~ have successfully completed his/her their trial period. Once the trial period has been satisfactorily completed, the employee will be eligible to use paid vacation leave as specified in Section 7.2.

(d) Satisfactory completion of the trial period does not create an employment contract or guarantee employment with the City for any specified duration, nor does completion of the trial period guarantee the employee "permanent" employment. All employees of the City, with the exception of those employees covered by civil service or a collective bargaining agreement, are employed "at will" as set forth in these policies.

### **3.4 EMPLOYMENT OF RELATIVES (NEPOTISM)**

(a) Individuals who are related by blood, marriage, or reside in the same household as current City of Ilwaco employees or officials, are eligible for employment at the City of Ilwaco, provided that no direct reporting or supervisor to subordinate relationship or potential conflict of



interest exists. Relatives and members of the same household may not be employed by the City under any of the following circumstances:

- (1) Where one of the parties would have authority or practical power to supervise, appoint, remove, or discipline the other;
- (2) Where one party would be responsible for auditing the work of the other;
- (3) Where one party could influence the wages, hours, benefits, career progress, performance evaluations and/or other terms and conditions of employment affecting the other related employee.
- (4) Where other circumstances exist which would place the parties in a situation of actual or reasonably foreseeable conflict between the City's interest and their his/her own; or
- (5) Where one of the parties is a policy level official of the City.

~~(b) "Relatives" are immediate family as defined per section 1.6 of the policy. include an employee's parent, child, spouse, sibling, in-laws and step~~  
~~(b) relationships.~~

(c) Change in Circumstances: If two employees marry, become related or begin co-habiting with one another, and in the City's judgment, the potential problems noted above exist or reasonably could exist, only one of the employees will be permitted to stay with the City, unless reasonable accommodations, as determined by the Mayor or his designee, can be made to eliminate the potential problem. The decision as to which relative will remain with the City must be made by the two employees within thirty (30) calendar days of the date they marry, become related, or begin co-habiting with each other. If no decision has been made during this time, the City may reserves the right to terminate either employee.

(d) Recruitment and retention of volunteers is subject to the same restriction as the employment of relatives.

### **3.5 Promotions and Transfers**

(a) The City encourages current City employees to apply for vacant City positions for which they are qualified. Promotions and transfers are based on the supervisors' recommendation, work force requirements, performance evaluations, job descriptions and related City requirements.

(b) Regular employees are eligible for promotion, transfer or voluntary demotion. Normally, to be considered for another position, an employee must have satisfactorily completed his/her trial period and possess the qualifications for the vacant position.

(c) The City encourages promotion from within the organization. Openings are normally posted so that employees may become aware of opportunities and apply for positions in which they are interested and qualified. The City reserves the right to seek qualified applicants outside of the organization and/or to fill vacancies without posting openings.

(d) After promotion to a new position, a new trial period of six (6) months must be completed, unless waived or reduced by the supervisor. During this new trial period, the employee may not use any accrued vacation leave. In the case of unsatisfactory performance in a promotional situation, the employee may be considered for transfer back to the previous position held by the employee.

## CHAPTER 4

### COMPENSATION

#### 4.1 Salary Classification and Grades.

Each job title within the City is classified into one of the City's job qualifications, level of responsibility, difficulty, working conditions, skill, hazard, and amount of supervision required for the specific job title. Each classification is designated a particular salary or salary range shown on the City's salary and wage schedule, ~~which is as approved annually by the City Council.~~

#### 4.2 Employee Pay Rates.

(a) ~~An~~ Employees shall be paid within the limits of the wage range to which ~~Their~~his/her positions ~~is~~are assigned.

(b) ~~An employee may receive compensation in the form of additional pay as reimbursement for using his/her personal cell phone or internet access for city business. Such compensation/reimbursement must be approved by the mayor.~~

(~~c~~b) Usually, new employees will start their employment at the minimum wage rate for their classification. ~~However, a new employee may be employed at or a higher rate than the minimum when the employee's experience, training or proven capability warrant, or when required by prevailing market conditions, require a starting rate greater than the minimum.~~

(~~d~~e) Pay increases of one step may be given at 1 year (in steps 1-3), 2 years (in steps 4-6) or 3 years (in steps 7-9) from the employee's salary anniversary date, contingent on satisfactory performance as reported on ~~their~~his/her annual evaluation report. If an employee's performance is consistently unsatisfactory, the Mayor may defer a scheduled pay increase for a stipulated period of time until the employee's job performance is satisfactory. If an employee's performance is consistently above that of all other City employee's, the Mayor, by written citation and approval by the City Council, may make a scheduled pay increase of two steps.

(~~d~~d) The Mayor may propose and the City Council may grant an across the board pay adjustment (cost-of-living increase) from time to time, raising the salaries of all positions by a specified amount within a defined group of classifications. Such adjustments, if any, will not change an employee's pay anniversary date.

(~~f~~e) Any employee promoted to a position in a higher classification and salary range shall be placed in the pay step such that the new salary is equal to or greater than the salary in the current grade two steps higher than the step held.

#### 4.3 Paydays.



City employees are paid ~~monthly twice a month. The mayor, council and fire chief are paid monthly. on the last working day of each month,~~  
but may request a mid-month draw not to exceed one-half of the estimated month-end total payroll. Overtime calculations will be paid in the regular pay period at the end of each month for the entire month. Overtime is not reflected in the draw.

If a regularly scheduled payday falls on Saturday, pay checks will be distributed on Friday; if it falls on Sunday or a Holiday, pay checks will be distributed on the next regularly scheduled working day.

#### **4.4 Deductions.**

Some regular deductions from the employee's earnings are required by law; other deductions are specifically authorized by the employee. The City will withhold from the employee's paycheck those deductions required by law and any voluntary deductions authorized by the employee, applicable union contract, or statute.

City employees who can incur personal expenses which are billed to the City, such as through municipal/governmental employee cell phone programs, are required to sign a written agreement authorizing deductions from employee pay for any amounts the employee fails to pay on a timely basis, including any payments due prior to, or coming due after, issuance of the employee's final paycheck.

#### **4.5 Travel Away for the City.**

All travel away from the City must be approved in advance by the Mayor or supervisor. Employees shall make use of City vehicles if a vehicle is available. Whenever possible, two or more employees should share rides. If private automobiles are used, employees will be reimbursed at the current IRS standard mileage allowance.

#### **4.6 Travel Expense Reimbursement.**

(a) While on City business, City employees will be reimbursed for food and lodging based on a per diem established by Washington State's Office of Financial Management for reasonable and customary expenses actually incurred incurred in connection with the business of the City, including food, lodging and travel expenses while away, but excluding any expenses for alcoholic beverages or other expenses not pre-authorized. Lodging expenses will only be considered for reimbursement for travel over 50 miles away from the employees worksite. Mileage will be paid based on Washington State's Office of Financial Management standards based on a documented distance search.

(b) Requests for reimbursement of applicable per diem, including receipts, shall be submitted on an expense report form signed by the employee and the supervisor. Requests should be submitted within a reasonable time, normally not more than two months, from when they were incurred.

#### **4.7 Professional, Civic and Service Organization Memberships.**

Administrative staff is encouraged to be members of and participate in professional, civic,



and service organizations. Membership fees, travel and meal costs attributable to an employee's participation in such organizations may be reimbursed, if pre-approved by the Mayor.

#### **4.8 Compensation Upon Termination.**

When an employee's employment with the City is terminated, the employee will receive the following compensation:

(a) Regular wages for all unpaid hours worked up to the time of termination, which have not already been paid.

(b) Any overtime or holiday pay due.

(c) A lump sum ~~for~~ any accrued but unused compensatory time.

~~An~~ Employees who have successfully completed his/her their trial period and ~~are~~ is terminating City employment for reasons other than employee misconduct may also receive:

(a) A lump sum of any accrued but unused vacation time

(b) A lump sum payment ~~for~~ of ~~25%~~ 36% of any accrued but unused sick leave upon retirement or death only.

Misconduct, as used in this context, is defined as any act of dishonesty with regards to or willful disregard of the City's interests and/or violation of a safety regulation or the City's anti-discrimination policy.

### **CHAPTER 5 PERFORMANCE EVALUATIONS AND TRAINING**

#### **5.1 Performance Evaluations.**

(a) To achieve the city's goal to train, promote and retain the best-qualified employee for every job, the city conducts periodic performance evaluations for all positions.

(b) The Mayor is responsible for maintaining the City's performance evaluation program.

(c) ~~An~~ Employees is are normally evaluated by his/her their supervisor prior to completion of their trial period and at least once every 12 months thereafter.

~~(b)(d)~~ ~~An~~ Employees must cooperate with his/her their supervisors in preparing any applicable workplan as part of the performance evaluation process.

(e) Each employee shall sign ~~his/-~~ her evaluation as evidence that he/she has had an opportunity to review the evaluation. The employee shall have the right to provide a written

response to the evaluation. The evaluation and any response shall be kept in the employee's personnel file, at City Hall

(f) When evaluating the performance of exempt staff, the Mayor will solicit input from Council members in written form, using the job description and applicable work plan as a guide for their remarks. The input shall be confidential unless the author gives signed permission for its disclosure to the employee.

(g) A satisfactory evaluation is required in order to convert an employee from trial to regular status, to receive a wage increase, or to be promoted. The evaluation will also be used as part of the supervisor's consideration of the employee for discipline, demotion, lay off, or termination.

## **5.2 Training Policy.**

The City seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge and abilities directly related to City employment, to obtain or maintain required licenses and certifications, and to develop staff resources. Opportunities may include, but are not limited to: on-the-job training, in-house workshops, and seminars sponsored by other agencies or organizations.

For many departments employees may be cross-trained to perform a variety of tasks, in order to allow the City to provide uninterrupted services in the event of an employee's absence, whether such absence is long or short term. Cross training helps all employees to assist each other in times of high workload as well. Each Department head is responsible for identifying needed cross training functions, and demonstrating their his/her department is capable of functioning, even while they are away from work.

# **CHAPTER 6**

## **BENEFITS**

### **6.1 Retirement Benefits**

(a) The City makes contributions on behalf of all eligible employees to the Social Security System in addition to those contributions made by the employee through FICA payroll deductions.

(b) All regular full-time and eligible part-time employees are covered under the Public Employees Retirement System (PERS). Benefit levels and contribution rates are set by the State of Washington.

(c) The City is a member of a deferred compensation plan, which allows employees to make deferred deposits up to certain dollar limits as defined by the IRS.

(d) ~~An Employees intending to retire should notify their~~his/her supervisor of their his/her intent to retire at least three months prior to the date of retirement, ~~to assist the City with the transition process.~~

## **6.2 Worker's Compensation Benefits**

(a) All employees are covered by the State Industrial Insurance program (workers compensation). This type of insurance covers employees in case of on-the-job injuries or job-related illnesses. For qualifying cases, State Industrial Insurance will pay the employee for workdays lost for any disability resulting from job-related injuries or illnesses. All job-related accidents should be reported immediately to the supervisor and a written report of the incident submitted to the City Clerk.

(b) When an employee is absent for one or more days or receives medical attention due to an on-the-job accident, he/she is required to file a claim for Worker's Compensation. If the employee files a claim, the City will continue to pay (by use of the employee's unused sick leave) the employee's regular salary pending receipt of Worker's Compensation benefits.

(c) When the employee receives Worker's Compensation benefits, he/she is required to repay to the City the amount covered by Worker's Compensation and previously advanced by the City. This policy is to ensure that an employee will receive prompt and regular payment during periods of injury or disability so long as accrued sick leave is available; while ensuring that no employee receives more than he/she would receive had the injury not occurred. Upon the repayment of funds advanced, the appropriate amount of sick leave shall be restored to the employees account.

(d) Failure or refusal to re-pay the City for any duplication of benefits as required by this policy will be considered fraudulent and ~~may~~ subject the employee to discipline, including termination and prosecution.

(e) The City may require an examination at its expense, performed by a physician of its choice, to determine when the employee can return to work and if he/she will be capable of performing the duties and responsibilities of the position. This requirement applies to all employees who have been unable to perform their duties for an extended period of time, whether their injury was initially work-related or not.

## **6.3 Insurance Benefits.**

(a) Regular full-time and certain part-time employees and their dependents are eligible to participate in the City's various insurance programs on the first day of the month following employment. The programs and criteria for eligibility will be explained upon hire. The City contributes toward the cost of premiums in the amounts authorized by the City Council. The remainder of the premiums, if any, shall be paid by the employee through payroll deduction. The City reserves the right to make changes in the carriers and provisions of these programs when deemed necessary or advisable, with prior notice to affected employees.

(b) Upon mutual agreement between the employee and the City, and in accordance with the terms and conditions of the insurance policy, the City will continue health insurance coverage



at the employee's expense during an approved unpaid leave of absence. COBRA continuation rights may apply in the event coverage is not extended through the City.

(c) An employee receiving Workers Compensation benefits continues to accrue vacation leave and sick leave for up to six (6) months. The City also continues to pay for the employer's portion of health insurance premiums, provided that the employee continues to pay their his/her share of premiums, if any. After six (6) months, the employee's benefits shall cease. The employee may continue health care benefits by self-paying insurance premiums for the remainder of the time he/she receives Workers Compensation benefits.

(d) Upon an employee's termination from City employment, ~~at the employee's option and expense,~~ the employee may elect to continue City health insurance benefits to the extent provided under COBRA. Continuation rights are not available if an employee is terminated for "gross misconduct".

(e) An administrative handling fee over and above the cost of the insurance premium may be charged to the employee or his/her dependents that elect to exercise their COBRA continuation rights.

(f) For eligible employees who terminate, retire or are on an approved leave of absence, the City will pay the premium for the month the employee is leaving, provided the employee is on paid status for the first ten (10) days of the month.

#### **6.4     Tax Deferral Programs.**

(a) Retirement contributions by employees into the State Retirement System will be taken and paid to the state on a tax deferral basis.

~~(b) — (b) Employees are eligible to participate in optional deferred compensation plans.~~

~~( c )     The City may offer various savings accounts with or without contributions made by the City on a tax deferred basis.~~

#### **6.5     Unemployment Compensation.**

City employees may qualify for Washington State Unemployment Compensation after termination from City employment depending on the reason for termination and if certain qualifications are met, as determined by the Washington State Unemployment office.

## **CHAPTER 7**

### **LEAVES OF ABSENCE AND TIME OFF**

## 7.1 Leaves.

The City has eight (8) different types of leave:

- a. Vacation leave.
- b. Sick leave.
- c. Leave without pay.
- d. Jury and Witness leave.
- e. Administrative leave.
- f. Military leave.
- g. Military Family leave
- f.h. Domestic Violence leave
- g.i. Bereavement leave.
- h.j. Shared leave program.

Employees are not eligible for leave under the Federal Family and Medical Leave Act (FMLA) until the City employs has at least 50 employees.

## 7.2 Vacation.

(a) ~~All new~~ Employees who may be eligible for vacation benefits must satisfactorily complete ~~their a~~ trial period to be entitled to the use of vacation leave. ~~An~~ Employees who transfers or is promoted to a new position requiring a new trial period may not use any of their accrued vacation leave until ~~he/she~~ they ~~has~~ have successfully completed ~~his/her~~ their new trial period. Regular part time employees ~~will~~ may receive vacation on a pro-rata basis. Temporary employees are not eligible for any vacation benefits. Employees do not accrue vacation benefits during a leave without pay.

(b) Each regular full-time employee is entitled to vacation leave as follows:

<u>Years of Employment</u>	<u>Vacation Hours Earned</u>
1 <sup>st</sup> year	5 days
2 <sup>nd</sup> year	5 additional days
Thereafter	1 bonus day per year to a maximum of total 20 total days accrual

(c) Each department is responsible for scheduling its employees' vacations without disruption of department operations. Leave ~~R~~requests shall be submitted at least two weeks prior to taking vacation leave. No vacation leave will be granted in excess of amount accrued.

(d) The maximum number of vacation hours/days that may be carried over from December 31 of one year to January 1 of the next year is ~~±20~~ 200 hours/~~±5~~ 25 working days (up to 19 years of employment) after which time, if not taken, shall be forfeited. After 20 years of service the maximum number of vacation hours/days that may be carried over is ~~±60~~240 hours/~~20~~ 30 working days, after which time, if not taken, shall be forfeited.

(e) In cases where City operations have made it impractical for an employee to use vacation time, the supervisor with the approval of the Mayor may authorize additional carryover. An ~~E~~employees will be paid for unused vacation time upon termination of employment, provided they~~he/she~~ has~~ve~~ successfully completed his/her ~~their~~ trial period and have not been terminated for misconduct.

### **7.3 Sick Leave.**

(a) All full-time regular employees accrue sick leave benefits at the rate of eight (8) hours for each calendar month of continuous employment. Regular part-time employees may accrue sick leave benefits on a pro-rata basis according to hours worked. The total accumulation of sick leave shall not exceed 1000 hours at the normal rate of pay. If the maximum amount of accrued sick leave has been reached, accrual of additional sick leave will cease until the accrued amount drops below the maximum. Sick leave must be taken in minimum increments of one (1) hour.

(b) If any holidays fall within the days of illness, it shall not be charged against the sick leave of the employee.

(c) An ~~E~~employees accrues and may use sick leave during his/her ~~their~~ trial periods. Temporary employees do not earn sick leave benefits. Employees do not accrue sick leave benefits during a leave without pay or during a paid leave which extends beyond thirty-one (31) calendar days.

(d) Sick leave covers those situations in which an employee is absent from work due to:

(1) Physical injury or illness to the employee;

(2) The need to care for the employee's dependent children under the age of 18 who are ill. Dependent children include all children living with the employee and dependent on the employee for continuous care. Children over the age of 18 but unable to care for themselves due to a disability are included in the definition of dependant children.

(3) The need to care for the employee's spouse who is seriously ill or injured to the point that they cannot care for themselves;

(4) Medical or dental appointments for the employee or dependent



child, provided that the employee must make a reasonable effort to schedule such appointments at times which have the least interference with the work day;

(5) Exposure to a contagious disease where on-the-job presence of the employee would jeopardize the health of others;

(6) Use of a prescription drug which impairs job performance or safety;

(7) Actual periods of disability associated with pregnancy or childbirth. Employees may request additional time off beyond the actual period of disability; vacation leave, compensatory time, or leave without pay may be used;

(8) Parental leave. Employees may use up to ten working days of sick leave to assist at home for each new childbirth or adoption. Additional time may be allowed as provided under section 7.4, *Use of Accrued Leave for Family Care*.

(e) A doctor's certificate may be required when an employee is absent for a period in excess of three days. The City may also request the opinion of a second doctor at the City's expense to determine whether the employee suffers from a chronic physical or mental condition that impairs his/her ability to perform the job. ~~An E~~employees who is are habitually absent due to illness or disability may be terminated if ~~their~~ his/her disability cannot be reasonably accommodated and/or when the employee's absenteeism renders them unable to perform the essential functions of ~~their~~ his/her job or the orderly and efficient provision of services to the citizens of the City.

(f) Sick leave is a conditional benefit based on the existence of a qualifying medical condition. Each employee is expected to manage his/her sick leave balances in order to adequately cover his/her leave needed for personal and family illness/injuries. There is no entitlement to sick leave outside of the allowable uses given above and in section 7.4 below. If available sick leave balances are exhausted, the employee has the option of requesting the remaining time off to be compensated as vacation time. ~~An E~~employees who uses all of ~~their~~ his/her accumulated sick and vacation leave and require more time off work due to illness or injury may, with ~~their~~ his/her supervisor's prior approval, take leave without pay. (*See Leave Without Pay Policy – 7.5*).

(g) ~~An E~~employees is are not eligible for leave under the Federal Family and Medical Leave Act (FMLA) until the City employs at least 50 employees.

(h) An employee may be sent home and be required to use sick leave if it is determined by a supervisor or the Mayor that the employee's performance is negatively affected by his/her health condition.

#### **7.4 Use of Accrued Leave for Family Care**

~~An E~~employees may use any or all of his/her ~~their~~ accrued sick, vacation or other paid time off to

care for : (a) A child of the employee who has a health condition that requires treatment or supervision; or (b) a spouse, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition. The City may require a doctor's certificate to verify the family member's condition and the need for treatment, supervision or care. Employees may not use sick or other paid leave in advance of accrual.

## **7.5 Leave Without Pay.**

(a) The Mayor or supervisor may grant leaves of absence without pay for absence from work not covered by any other type of leave or if other leaves balances are exhausted. Examples of situations for which leave without pay may be granted include time off work for personal reasons, such as prolonged illness, parenting, caring for an ill relative, or fulfilling a military obligation in excess of twenty-one ~~fifteen~~ (21~~15~~) days per year as discussed in Section 7.8 as required by law, if longer.

(b) Unless otherwise required by law, the following criteria apply to unpaid leaves:

(1) Normally only a regular full-time ~~and~~ or part-time employees who ~~has~~ satisfactorily completed his/her their trial period ~~is~~ are eligible for leave without pay.

(2) Leave may be granted to an employee for a period of up to 90 days, upon the approval of the Mayor. Further extensions are at the discretion of the Mayor.

(3) Accrued compensatory time, if any, sick leave and vacation leave must be exhausted prior to taking any leave without pay.

(4) The City may require verification of the reason for the leave. If the leave is due to a medical condition, whether of the employee or of the employee's family member, the City may require a doctor's certificate verifying the need for leave or caring and the estimated length of time needed for the leave. For military leave, a copy of the employee's orders must be provided.

(5) An employee's benefits are suspended during the period of unpaid leave, ~~until the employee returns to work.~~ Vacation, sick leave, and/or other benefits do not accrue while an employee is on leave without pay. In most situations, self-payment of benefits may apply. *(See Section 6.4 on Insurance Benefits.)*

(6) An employee who fails to report promptly at the end of the unpaid leave is presumed to have resigned. The City may, at its option, place the returning employee into the same position or another position for which the employee is qualified, unless applicable law requires otherwise.

(7) The City may require verification that the employee is entitled to return to work, such as copies of discharge papers or proof of attendance at jury duty. If the leave without pay is due to the employee's serious medical condition the City may require a doctor's certificate stating that the employee is capable of returning to work and performing the essential duties, and responsibilities of the employee's position.

## **7.6 Jury and Witness Leave.**



(a) The City provides all employees leave for the full period of jury duty service. Regular full-time and part-time employees who have completed their his/her training period receive paid jury duty leave of up to two weeks each time they are called for jury service. If jury duty extends beyond two weeks in any one instance the additional leave will be unpaid

~~\_\_\_\_\_~~ (b) An employee granted such leave shall reimburse the City for any pay received while serving as a juror or witness, exclusive of reimburse expenses such as mileage, parking or meals.

(c) An employee must provide his/her supervisor with a copy of the jury duty summons as soon as possible ~~after receiving it~~. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

(d) All employees summoned to testify in court are allowed time off for the period they serve as witnesses. In general, witness duty leave is unpaid unless the employee is testifying as a witness for the City or as part of his or her job duties.

#### **7.7 Administrative Leave.**

On a case-by-case basis, the City may place an employee on administrative leave with or without pay for an indefinite period of time, as determined by the Mayor to be in the best interests of the City during the pendency of an investigation or other administrative proceeding.

#### **7.8 Military Leave.**

The City provides all employees leave while performing military services in accordance with federal and state law. Employees who are members of the Washington National Guard, U.S. Military Reserve or other organized reserve or armed forces of the United States may be absent from their his/her duties, with pay, for a period of up to ~~fifteen (15)~~ twenty one (21) days per calendar year (from October 1 to September 30) for active duty or active duty training or as required by law, if longer. If military service extends beyond ~~21~~ 16 working days, the additional leave will be unpaid. All employees who are not eligible for paid military leave are provided unpaid leave for a period of their his/her military service. ~~An Employees is~~ Employees are required to provide his/her ~~their~~ supervisor with copies of ~~their~~ military orders as soon as possible after they are received. Reinstatement upon return from military service will be determined in accordance with applicable federal and state law.

#### **7.9 Military Family Leave.**

Per RCW 49.77 spouses of service members are entitled to a total of fifteen days of unpaid leave, or as required by law, if longer, per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment

#### **7.10 Domestic Violence Leave.**

The City will provide leave with or without pay as required by situations identified in RCW 49.76.

#### **7.11**



**7.9 — Bereavement Leave.**

The City provides paid bereavement leave in the event of the death of an immediate family member, not to exceed three (3) days when the death is within the State of Washington or State of Oregon, or five (5) days when the death is out of state.

**7.120 Shared Leave.**

The Mayor may authorize an employees to donate his/her ~~their~~ accrued vacation leave to another City employee who is suffering from or who has an immediate family member suffering from an extraordinary or severe illness, injury, or physical or mental conditions, which has caused or is likely to cause the employee to take leave without pay or to terminate his/her employment. The following conditions apply:

(a) To be eligible to donate vacation leave, the employee who donates leave must have at least ten (10) days of the accrued leave they are donating. In no event shall a leave transfer result in the donor employee reducing his/her vacation leave balance to less than ten (10) days. Transfer of leave will be in increments of one day of leave (based on donee's normal work day). All donations of leave are strictly voluntary.

(b) The employee receiving donated leave shall have exhausted all his/her accumulated vacation and sick leave.

(c) While an employee is using shared leave, he or she will continue to receive the same treatment, in respect to salary and benefits, as the employee would otherwise receive if using vacation or sick leave.

Donated vacation leave transfers at a one-to-one ratio regardless of the pay rate of either the donor or the donee. For example, one hour of donated vacation leave will equal one hour of paid leave for the recipient.

**7.131 Holidays.**

(a) The following are recognized as paid holidays by the City:

New Year's Day	January 1
Martin Luther King's Birthday	3 <sup>rd</sup> Monday in January
President's Day	3 <sup>rd</sup> Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veteran's Day	November 11 <sup>th</sup>

Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Day	December 25 <sup>th</sup>
Floating Holiday	Employee's Choice

(b) Any holiday falling on Saturday will be celebrated on the preceding Friday. Any holiday falling on Sunday will be celebrated on the following Monday.

(c) The floating holidays are to be scheduled by mutual agreement of the employee and his/her supervisor after written request. Any floating holiday not used by an employee by the end of the year will be forfeited.

(d) Full-time employees shall receive up to 8 hours pay for each of the holidays listed above on which they perform no work, provided the employee is not on an authorized leave of absence without pay. ~~Regular part-time employees who work on a regular schedule will be compensated in their usual manner, on a pro-rated basis.~~

(e) Non-exempt regular full-time ~~or part-time~~ employees will be paid two times his/her their regular rate of pay for any time worked on the holiday. Such time must be pre-authorized by the Mayor. For example, if an employee works on a holiday, he/she will be paid 8 hours for the holiday and his/her regular rate for any hours actually worked on that day.

(f) ~~A~~ Temporary employees will be paid at his/her ~~their~~ regular straight time for hours worked on a holiday.

(g) At the Mayor's discretion, staff may be excused two or three hours early on the day before a holiday with pay. This will only apply for staff that are at work that day. This discretion may be exercised only twice per calendar year.

#### **7.142 Religious Holidays.**

If an employee's religious beliefs require observance of a holiday not included in the basic holiday schedule, the employee may, with the Mayor's approval, take the day off using vacation, compensatory time, floating holiday, or leave without pay.

## **CHAPTER 8**

### **EMPLOYEE RESPONSIBILITIES AND CONDUCT**

#### **8.1 General Policy.**

(a) All City employees are expected to represent the City to the public in a professional manner, which is courteous, efficient and helpful. Employees must maintain a clean and neat appearance appropriate to ~~their~~ his/her work assignment, as determined by ~~their~~

his/her position and supervisor. All employees are expected to follow Federal, State, and Local Laws.

(b) Since the proper working relationship between employees and the City depends on each employee's on-going job performance, professional conduct and behavior, the City has established certain minimum standards of personal conduct. Among the City's expectations are:

- (1) Basic tact and courtesy towards the public and fellow employees;
- (2) Adherence to City policies, procedures, safety rules and safe work practices;
- (3) Compliance with directions from supervisor
- (4) Preserving and protecting the City's equipment, grounds, facilities and resources;
- (5) Appropriate and efficient use of the City's equipment, systems, supplies and time, including use of cell phones, e-mail and internet access;
- (6) Providing orderly and cost efficient services to its citizens
- (7) Honesty and reliability in the employee's statements and actions

(c) The City is a relatively small organization. To function as efficiently as possible, we may ask you to perform seemingly "menial" duties outside your regular assignments. It is no reflection on your worth to the City, but a necessary arrangement for most small organizations.

(d) To make the most efficient use of personnel, the City also reserves the right to change your work conditions and the duties originally assigned. If these arrangements become necessary, we expect your best cooperation.

## **8.2 Outside Employment and Conflicts of Interest.**

(a) Employees shall not, directly or indirectly, engage in any outside employment or financial interest which may conflict, in the City's opinion, with the best interests of the City or interfere with the employee's ability to perform his/her assigned City job. Examples include, but are not limited to, outside employment which:

- (1) Prevents the employee from being available for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job;
- (2) Is conducted during the employee's work hours;
- (3) Utilizes City telephones, computers, supplies, or any other resources, facilities or equipment;



- (4) Is employment with a firm, which has contracts with or does business with the City; or
  - (5) May reasonably be perceived by members of the public as a conflict of interest or otherwise discredits public service.
- (b) An employee who chooses to have an additional job, contractual commitment or self-employment, may do so provided he/she obtains prior written approval from his/her immediate supervisor.
  - (c) An employee may not participate in outside activities, which adversely affect the responsibilities of the employee in his or her position at the City. Employees may not wear City uniforms or use City equipment, including vehicles, (or allow others to do so) in ways, which indicate or could be interpreted to indicate incorrectly that the City is sponsoring or endorsing particular activities or points of view.

### **8.3     Anti-Disruption Policy**

Any conduct in the workplace or while on City time that is disruptive to the normal operations of the City business or invades the rights of others will not be tolerated. While on City time, employees are expected to stick to professional and work-related matters and to treat each other and the public with respect. This includes refraining while on City time from spreading rumors, gossiping or discussing non-business related information about others. Other disruptive conduct includes but is not limited to discrimination, harassment, threats, insults, intimidation, ridicule, profanity, vulgarity, stereotyping, physical or verbal abuse, ignoring the rights of others, and displaying insensitivity to the beliefs and customs of others.

### **8.4     Confidentiality of Business Information**

Employees of the City of Ilwaco may receive and have access to personal information regarding its taxpayers, ratepayers and other employees and officials. Employees are obligated to keep this information confidential. All requests for confidential City records or information must be referred to the Department Head, City Clerk, Mayor or City Attorney. Employees are prohibited from copying or distributing confidential information. This obligation exists during employment and it continues indefinitely after employment with the City ends. Employees who violate this provision shall be subject to discipline up to, and including termination.

### **8.5     No Smoking Policy.**

For health and safety considerations, the City prohibits smoking by employees in all City facilities, including City-owned buildings, vehicles, and offices or other facilities rented or leased by the City, including individual employee offices. (Per RCW 70.160).

### **8.5     Personal Property and Expectation of Privacy**

The City of Ilwaco does not assume responsibility for any theft or damage to the

personal belongings of its employees. Desks, equipment, lockers, vehicles and other business property belong to the City. The City reserves the right to search these and the employee's personal belongings brought onto City premises, when necessary.

Improper use of personal property brought onto City property or during working hours, including use of personal cell phones for excessive phones text-messaging or videotaping, may also result in disciplinary action.

#### **8.7 Use of City Phones, Vehicles and Equipment.**

(a) Use of City phones for local personal phone calls should be kept to a minimum; long distance personal use is prohibited. Employees shall use other City equipment and supplies, including vehicles, for City business only. An employee's misuse of City services, property, telephones (including cellular phones), computers, e-mail, vehicles, equipment or supplies can result in disciplinary action including termination.

(b) The City provides cellular telephones and service for certain Maintenance workers for use on bonafide City business. Employees are responsible for any non-business related charges incurred by the employee. By accepting the provided cell-phones, ~~the employee the provided cell-phones~~, the employee agrees to allow the City to deduct any non-business related charges incurred by the employee from his/her paycheck.

(c) The employee to whom a City vehicle is entrusted is responsible for its proper operation and upkeep. Supervisors or an individual designated by the mayor shall authorize automotive service. The employee to whom the vehicle is entrusted is responsible for seeing that servicing is authorized and obtained. All City vehicles shall remain on City property while not in service, unless specifically authorized.

#### **8.8 Electronic Communications**

\_\_\_\_\_ The City furnishes computers with access to electronic and the Internet, at the City's expense, for use **only** in conducting City business. Personal use of such equipment and access, including electronic mail, Internet access and network resources is prohibited. All electronic messages, Internet and network activity must be appropriate to the City's professional environment and consistent with the City's policies prohibiting discrimination and harassment. Use of electronics for other than city business may result in disciplinary action or immediate termination.

All documents, files, communications and messages stored or created on City computers are the property of the City and may be subject to public disclosure. Accordingly, ~~such documents, files, communications and messages document or communication, created or stored on a City computer or phone system, including electronic and voicemail.~~

#### **8.9 Bulletin Boards.**

Information of special interest to all employees is posted regularly on the City bulletin boards. Employees may not post any information on these bulletin boards without the authorization of the City Clerk or Mayor.



#### **8.10 Contact with News Media.**

The Mayor, City Clerk, or designated supervisor shall be responsible for all official contacts with the news media during working hours, including answering questions from the media. The Mayor, City Clerk or supervisor may designate specific employees to give out procedural, factual or historical information on particular subjects. It is the policy of the City to maintain good relations with the media.

#### **8.11 No Solicitation Policy**

Solicitation by an employee of another employee is prohibited during the working time of either person. Employees are also prohibited from soliciting members of the public during working time. Working time is defined as time when an employee's duties require that he/she be engaged in work tasks. Distribution of printed materials or literature of any nature shall be limited to non-work areas at non-work times. No literature shall be posted anywhere on the premises without the authorization of the City Clerk.

Solicitation and/or distribution of material on City property by persons not employed by the City of Ilwaco are prohibited at all times. Salespersons and other who wish to do business with the City should be referred to the City Clerk. [Exceptions to this rule may be made in special circumstances where the City determines that an exception would serve the best interests of the City and our employees.]

#### **8.12 Dress Code**

A City employees ~~is~~are expected to dress in appropriate attire for ~~his/her~~ their position and ~~and~~ Department. This may include required uniforms or safety attire. ~~All~~ Each employees should, to the extent reasonable for ~~his/her~~ their job duties, be neat and clean in dress and personal appearance, and convey a professional appearance while engaged on City business. While in the performance of ~~their~~ ~~his/her~~ duties, ~~an~~ employees who meets with or may be observed by the public or otherwise represent the City to the public may not wear or display any non-business-related buttons, badges, stickers or other writings. The Mayor or departmental supervisor may issue rules regarding what is considered appropriate attire for particular positions or departments.

#### **8.13 Seat Belt Policy.**

Per Washington law, anyone operating or riding in City vehicles must wear seat belts at all times.

#### **8.14 Driver's License Requirements.**

~~(a) As part of the requirements for certain specific City positions, an Employee may be required to hold a valid Washington State Driver's license.~~ Employees driving city vehicles must have a valid driver's license. A copy of the valid driver's license shall be maintained in the employees personnel file.



(b) Employees whose jobs require them to operate commercial motor vehicles must hold valid commercial driver's license (CDLs) and must continue to meet all the requirements for maintaining their his/her license.

——(c) If an employee's license is revoked, suspended or lost, or is in any other way not current, valid and in the employee's possession, the employee shall promptly notify his/her supervisor and will be immediately suspended from driving duties. The employee may not resume driving until proof of a valid, current license is provided to his/her supervisor.

(d) An employee is required to inform his/her supervisor of any changes to his/her legal or physical ability to drive or operate equipment. An employee is not permitted to operate a City vehicle or personal vehicle for City business when physical or mental impairment causes the employee to drive safely.

(d) Depending on the duration of license suspension, revocation or other inability to drive, an employee may be subject to disciplinary action, including termination.

#### **8.15 Safety.**

(a) Every employee is responsible for maintaining a safe work environment and following the City's safety rules. This, for example, includes wearing the appropriate safety gear, following appropriate procedures with equipment and chemicals, and carrying a cell phone, if applicable. Each employee shall promptly report all unsafe or potentially hazardous conditions to his/her supervisor. The City will make every effort to remedy problems as quickly as possible.

(b) In case of an accident involving a personal injury or damage to property, regardless of how serious, employees shall immediately notify their his/her supervisor or the Mayor.

(c) ——(e) Employee safety depends on the safety consciousness of everyone. In order to facilitate a safe work environment, employees may not bring dangerous weapons to the workplace. This includes, but is not limited to, weapons for which employees have a valid permit. The only exception to this rule involves law enforcement positions for which the job requires possession of dangerous weapons. Violations of this policy may result in termination, or other forms of corrective action as appropriate.

(d) The City of Ilwaco will only provide foul weather gear (rain jacket, rain pants, and boots) for employees required to work outdoors. Reasonably priced gear will be replaced at a maximum once a year. Gear is the property of the City and must be kept in neat, clean and stored in a City facility.

#### **8.16 Substance Abuse/Drug Free Workplace**

The City of Ilwaco is a drug-free workplace. The manufacturing, distribution, dispensation, possession, use of or being under the influence of unlawful drugs or alcohol on City premises (including City vehicles) or during work hours by City employees is strictly prohibited.

This prohibition extends to the abuse of prescription drugs or prescription drugs that have not been prescribed for the employee by a physician.

(a) Employees must notify the City within five (5) days of any conviction for a drug violation, in the workplace.

~~(b)~~(a) The City may discipline or terminate an employee possessing, consuming, controlling, selling, using or being under the influence of alcohol, drugs, or other controlled substances during work hours. The City may also discipline or terminate an employee who exhibits an on-going alcohol, drug, or other controlled substance dependence which, in the City's opinion, impairs the employee's work performance, poses a threat to the public confidence, or is a safety risk to the City or others. The City is committed to supporting employees who undergo treatment and rehabilitation or other chemical dependency, assuming the employee utilizes the Employee Assistance Program discussed below before the performance problems occur. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

~~(c)~~(b) As part of our Employee Assistance Program (EAP), the City encourages employees who are concerned about their alcohol or drug use to seek counseling, treatment and rehabilitation. Although the decision to seek diagnosis and accept treatment is completely voluntary, the City is fully committed to helping employees who voluntarily come forward overcome substance abuse problems. In most cases, the expense of treatment may be fully or partially covered by the City's benefit program. Please see the EAP counselor for more information. In recognition of the sensitive nature of these matters, all discussion will be kept confidential. Employees who seek advice or treatment will not be subject to retaliation or discrimination.

(d) Employees involved in accidents, which require medical attention or result in a non-trivial amount of property damage may be subject to a drug and/or alcohol screen.

(e) Employees may also be subject to drug and alcohol screen upon reasonable suspicion and/or as part of the City's random drug testing program.

~~(d)~~(e) Employees who test positive may be removed from service and are subject to discipline, up to and including termination. Refusal to submit to a drug and/or alcohol screen is grounds for immediate termination.

### **8.17 Reporting Improper Governmental Action (Whistleblower).**

It is the policy of the City of Ilwaco (1) to encourage reporting by its employees of improper governmental action taken by the City of Ilwaco officers or employees and (2) to protect the City of Ilwaco employees who have reported improper governmental actions in accordance with Resolution 92-12 of the City of Ilwaco and RCW 42.41.030. Procedures for reporting improper governmental actions and protection against retaliatory actions are outlined in Resolution 92-12.



## CHAPTER 9

### CORRECTIVE ACTION AND TERMINATION

#### 9.1 Conduct Subject to Corrective Action

(a) All employees are expected to exercise good judgement, loyalty, common sense, dedication, and courtesy in the performance of their ~~his/her~~ duties. The primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery of services to the citizens of the City.

(b) Acts, errors, or omissions, which discredit the public service or impair the provision of orderly services to the citizens of the City or otherwise harm the City's interests may result in discipline, including termination.

(c) The Mayor or supervisor, as appropriate, has full discretion and authority to impose corrective action in accordance with City policy and the circumstances of the particular case.

(d) The following are examples of the types of actions, which are detrimental to the City's interests and which may result in discipline to the employee:

(1) Misrepresentation or withholding or pertinent facts in securing employment.

(2) Dishonesty or theft, including deliberate destruction, damage, or removal of the City's or others property from the premises, or any job site.

(3) Insubordination, inability, inefficiency, negligence, including refusal or failure to perform the duties of assigned work. Failing to assist others in a work situation. Concealing defective work. Unsatisfactory job performance.

(4) Violation of a lawful duty, as prescribed by City, Stated, and Federal requirements.

(5) Drinking alcohol or the abuse of non-prescription or prescription drugs or other controlled substances on the job, or arriving on the job under the influence or while in possession of alcohol, drugs, or other controlled substances.

(6) Habitual absence or tardiness. Absenteeism unrelated to an approved leave, or insufficient reasons for absenteeism. Absence from work without first notifying and securing permission from the supervisor.

(7) Unauthorized recording or alteration of another employee's time record. Both employees may be subject to disciplinary action.

(8) Intentional falsification of records/paperwork required in the transaction of City business.

(9) Unauthorized use or possession of City facilities and/or property Unauthorized



operation or using machines, tools, or equipment to which the employee has not been specifically assigned.

(10) Unauthorized use of City position for personal gain or advantage. Acceptance of fees, gratuities or other valuable items in the performance of the employee's official duties for the City.

(11) Failure to observe safety practices, rules, regulations, and instructions. Negligence that results in injury to others. Failure to wear required safety clothing and equipment.

(12) Disorderly conduct including fighting on the premises. Rudeness, discrimination, intimidation, coercion, use of obscene language or gestures or lack of courtesy to the customers, the public or fellow employees. Immoral conduct while on duty.

(13) Possession of explosives or weapons on the premises or at any job site.

(14) Conviction of a felony or a gross misdemeanor.

(15) Failure to report an occurrence causing damage to the City, taxpayer's, or employee property. Failure to properly secure City facilities or property.

(16) Failure to promptly report to your immediate supervisor an on-the-job injury or accident involving an employee, equipment, property, or visitor.

(17) Violation of duties or rules imposed by this manual, or by any other City rule, regulation or administrative order, including violation of the City's computer and telephone use policy and those policies, which prohibit discrimination and harassment.

This list is not all-inclusive, but only serves as a general guide. The City may discipline or terminate employees for other reasons not stated.

## **9.2 Possible Corrective Action**

In the event that discipline is necessary, the following types of corrective actions may be used, depending on the particular situation:

(1) Oral Warning.

(2) Written reprimand.

(3) Suspension.

(4) Demotion.

(5) Termination.

The choice of corrective action in any particular case is solely at the City's discretion.

**9.3 Termination**

(a) An employee may be terminated from City employment:

- (1) During or at the end of the employee's trial period.
- (2) As a result of disciplinary action.
- (3) Due to loss of skills, certifications or other conditions that would make the employee unfit for service.
- (4) When a determination has been made that the lack of work exists with respect to the employee's position.

This is not an all-inclusive list. The City may terminate employees for other reasons not stated above. At-will employees may be terminated at any time, with or without cause and with or without notice.

**9.4 Layoff.**

(a) The Mayor may lay off employees for lack of work, budgetary restrictions, or other reasons as deemed necessary.  
~~changes that have taken place.~~

(b) ~~A Temporary employee~~ ~~ees or employees who have not completed~~ his/her ~~their~~ trial period will usually be laid off before regular employees are affected.

(c) In determining who is to be laid off, consideration will be given to individual performance and the qualifications required for remaining jobs. Seniority will be considered when performance and qualifications are equal, as determined by the City.

**9.5 Resignation.**

An employee should provide two (2) weeks notice of resignation.

**9.6 Death.**

Upon the death of an employee, all compensation due shall be paid to the surviving spouse or the estate of the employee.